

Directions for Requesting a Counselor Recommendation

1. **Step One:** Complete a Resume in Naviance
 - a. **About Me Tab** → "Resume"
 - b. Summary Point #1, #2 & #3- List your top three most distinguishing or most admirable qualities. Explain each.
 - c. *Example:*
 - i. *Summary Point #1- "I am a team-player and enjoy working with other people to achieve a goal. As a cashier at my local grocery store, I often have to work with other cashiers or employees to ensure the customer has the best experience."*
 - d. Add entries in all pertinent categories and click **SAVE**

2. **Step Two:** Complete the *Counselor Recommendation Self-Evaluation Document* (available in Naviance)
 - a. **About Me Tab** → "Tasks" → "Counselor Recommendation Self Evaluation"
 - b. Print the form and answer the questions in detail
 - c. Submit the form to your counselor at least 3 weeks in advance of your college application deadline.

3. **Step Three:** Send a recommendation request to your counselor
 - a. **Colleges Tab** → "Colleges I am Applying To" → Under "Teacher Recommendation" click, "Add Request" (be sure to include your college application deadline in the notes section).
 - b. *Example: Personal Note to Teacher- "My application deadline is December 1st"*
 - c. If you are unsure of your application deadline, please give us an approximate month/date.

Complete Steps 1-3 at least 3 weeks prior to your college application deadline!!