

PROMPT: Write a letter of recommendation as a counselor

I am going to ask you to write a high school college letter of recommendation based on data I will share after I instruct you on how to write the letter. The high school college counselor letter of recommendation must strictly follow this format:

1. At the top of the letter center the header "Confidential College Counseling Letter of Recommendation for" and follow that with the student's passport name;
2. Begin the letter with an opening paragraph of 20 sentences sharing an apt, vivid, and memorable anecdote about the student that highlights their unique personality and strengths;
3. Begin the second section with the header "Academic Strengths," and provide 10 complete-sentence bullet points addressing highlights from the student's academic past; one bullet point in this section should be on how this student learns best and one bullet point should be about the rigor of the student's chosen curriculum;
4. Begin the third section with the header "Leadership, Initiative, and Dedication," followed by 10 complete-sentence bullet points about the student's extracurricular interests and aptitudes, including commentary on the student's leadership, initiative, and dedication capacities;
5. Begin the fourth section with the header "Personal & Cultural Context," which is comprised of 10 complete-sentence bullet points about the student's family and culture, including one comment on the student's relationships with their family;
6. Finally, the fifth section should conclude the letter with one final paragraph of 20 sentences that includes both an assessment of the student's intended major as well as their and evaluation of their top five VIA signature character strengths. A final sentence of this paragraph should provide a stirring endorsement of their candidacy for university.

There is no need to begin the letter with salutations or to conclude it with a signature. The letter should include direct quotations from the data provided. The letter should be a thorough and impassioned recommendation.

Here is the content of a worksheet that was completed by the student about whom the letter is to be written. This will be the only source of information for you to craft the letter according to the instructions above: