

# Recommendation Request

## Information Sheet & Naviance Resume

Student Name:
Student ID#:
Date recommendation is needed (must be at least 2 weeks from the date you complete this form with your Naviance resume attached):
List two teachers or staff members who know you well:

Plans after graduation (check only one):

- ☐ Community College
- ☐ 4-year College/University – Proposed major: \_\_\_\_\_
- ☐ Technical College/School
- ☐ Military – Branch: \_\_\_\_\_
- ☐ Employment

College/career plans:

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What three adjectives best describe you?

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Is there anything else you would like for someone writing a recommendation to know about you? (hardships you have overcome, accomplishments you are particularly proud of, etc.) *If more space is needed, please feel free to attach an additional sheet.*

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## Naviance Resume

Go to <https://student.naviance.com/verradohs> and login to your Naviance account using the **Login with Clever button**.

- Click on About Me (top right side of page), then
- Click on About Me: Home link, then
- Click on Resume (blue link under your name and class)

On the Add/Update Sections tab, add your information to the applicable sections listed below. When entering information, be sure to list a contact person, who could speak to your involvement, in the Description/Comments box.

- Work experience
- Volunteer services
- Extracurricular activities
- Awards/certificates
- Skills/Academic Achievements
- Music/Artistic Achievements
- Athletic Achievement
- References
- Leadership
- Additional information

On the Print/Export Resume tab, click the add (red circle with white + symbol):

- Name your resume: Recommendation
- Choose a print friendly format (3 options)
- Click Continue
- Select the sections to add to this resume
- Click on Save Resume
- Download PDF version and print
- Attach the resume to this sheet and give to your recommender

**Reminder: This form and the resume in Naviance should be submitted at least two weeks prior to the recommendation deadline.**