

## Request For Letter of Recommendation

Student Name \_\_\_\_\_ Phone \_\_\_\_\_

**Instructions to the Student:** Fill out this form with your information to assist the person from whom you are requesting a recommendation letter. *You may attach additional information to this form.*

Used for:            College            Scholarship            Other            (circle one)

Student needs letter by: \_\_\_\_\_

Upon completion please:            Return to student            Mail in enclosed envelope (circle one)

**Instructions to Writer of Letter of Recommendation:**

*The best letters of recommendation bring a student to life by sharing specific examples or stories, instead of just summarizing the resume. This form is only to spark ideas about the student.*

Academics:

GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_ / \_\_\_\_\_ SAT Composite: \_\_\_\_\_ ACT Composite: \_\_\_\_\_

Intended College Major(s): \_\_\_\_\_

Long Range Career Plans: \_\_\_\_\_

- *Advanced Coursework (honors, college prep, AP courses):*

<u>Year</u>	<u>Course</u>	<u>Year</u>	<u>Course</u>

1) Any class particularly important to you? Why?

- *Academic awards or honors and when you received them:*

<u>Year</u>	<u>Recognition</u>

2) Describe the academic accomplishment (major paper, science experiment, artistic project) you are most proud of, and share why you take pride in it.

3) What kind of learner are you (ex.: hands-on, visual, etc.)? In which academic setting or assignments do you thrive? What interests you?

- *Community Service: List your in-school and out-of-school community service and total hours of service:*

<u>Year</u>	<u>Description of Service</u>

- *Extracurricular: List your in-school and out-of-school activities and years of participation:*

<u>Year</u>	<u>Description of Activity</u>

4) What do you consider your most important activities outside of school? Why?

- *Work experience:*

<u>Year</u>	<u>Description of Experience</u>

5) List your three most distinguishing or admirable qualities. Explain each in several sentences.

6) What do you hope to accomplish after high school? Consider your career goals and your broader goals.

7) Please share any other information that would be helpful, such as obstacles you have overcome, and indicate what information the writer should highlight for this particular letter of recommendation.