



Request for Letter of Recommendation

MAT-SU MIDDLE COLLEGE SCHOOL

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 pages or information to this form.

Student Name: _____ MSBSD ID: _____

Student Phone: _____ Letter needed by: _____

Upon completion, please: Return to student Mail in enclosed envelope Upload to online application program

This letter will be used for: College Scholarship Other

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.

POSTSECONDARY GOALS:

Intended College Major(s): _____

Long-range Career Goals: _____

Are you the first person in your family to attend college? Yes No

ACADEMICS:

G.P.A. _____ Class rank: ___ of ___ SAT: _____ ACT Composite: _____

List three adjectives that define your best personal qualities and provide examples:

In what areas have you shown the most development and growth during the past three or four years?

Give an example of your leadership skills and potential:

Give an example that describes your initiative, self-motivation and/or responsibility level:

Describe the academic accomplishment you are proudest of and share why you take pride in it:

Describe an activity (school, community, athletic, extracurricular) to which you have devoted extensive time and effort during the last 3-4 years. What do you think was gained from participation in this activity?

Continue on reverse

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Are there any unusual circumstances you would like highlighted in your letter that may have impacted your academic success (ex: health issues, family circumstances, personal loss, life-altering events, etc.) that you want to be addressed in this letter? If applicable, please describe the situation or challenge faced and what you have learned about yourself or others as a result.

If you have ever received out-of-school suspension or gotten into trouble outside of school, please explain:

ACADEMIC AWARDS or HONORS

Year:	Award/Honor:

COMMUNITY SERVICE: List your in-school and out-of-school community service and total hours of service. How was this experience impactful to you or those you served?

Year:	Description of Service:

CO-CURRICULAR: List your in-school and out of school activities and years or participation. Note any leadership position or honors. How did your participation impact you, others, or the team?

Year:	Activity:	Leadership/Honor?

WORK EXPERIENCE: List year(s) and description of work. What have you learned from this experience?

Year:	Description of work: