

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. **Please include a copy of transcript.** Please only include information from grades 9 through grade 12. *You may attach additional information to this form.*

Used for: College Scholarship Other (check one or more)

Date student needs returned/sent:

Upon completion please: Return to student Mail in enclosed envelope (check 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: _____

Check here if you are the first person in your family to attend college

Intended College Major(s):

Long Range Career Plans:

What have you done to explore/research this career field?

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?

Describe a time you led a group or team? What were the challenges and how did you overcome them?

Give an example that describes your initiative and self-motivation.

Describe your responsibilities both in school and outside of school.

Aside from attending MSMCS, what are you currently doing that is helping you prepare for your life after high school? Socially? Academically? Career related?

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

How would you describe your relationship with other students? Do you prefer to work alone or group? How do you show support and kindness to others?

Are there any unusual circumstances you would like highlighted in your letter that may have impacted your academic success (ex. health issues, family problems, personal loss, life-altering events, etc.)? If applicable, please describe the adverse situation or challenge faced. Be sure to include what you have learned about yourself and 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 and when you received them:*

| <u>Year</u> | <u>Recognition</u> |
|-------------|--------------------|
| | |
| | |
| | |
| | |

- *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> |
|-------------|--------------------------------|
| | |
| | |
| | |
| | |

- *Work experience:*

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