

# LETTER OF RECOMMENDATION REQUEST

Name:

Grade:

Today's date:

Letter Due Date:

Please give me plenty of notice and be patient.

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*\*NOTE: Please be specific in your answers to the below. Your details help me to help you.*

**LETTER'S PURPOSE.** Is the letter for your application for colleges, scholarships, or a job?

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**APPEAL.** Why does this university and/or field of study appeal to you?

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**LETTER'S EMPHASIS.** What should be the letter's area of focus? What are five words that describe you.

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**ACCOMPLISHMENTS.** Awards received, jobs performed, AP classes taken, leadership positions held, etc.

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**ADVERSITY.** What are some difficulties you have overcome? Have you encountered hardships that have negatively affected your academic performance, etc.?

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**GOALS.** What goals drive your efforts? And, why is that important to you?

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**JOBS.** What is your work history?

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**EXTRA-CURRICULAR.** How do you spend your time, outside of school? List your involvements in volunteerism, band, sports, scouts, clubs, internships, etc.

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