

Letter of Recommendation Request Form

Please complete this sheet and give it to the person from whom you are requesting a recommendation letter. Please be as thorough and neat as possible.

Name: _____ Date Needed by: _____

Reason for Needing the Recommendation Letter (check one):

- _____ College admission. Name of college: _____
- _____ Scholarship application. Name of scholarship: _____
- _____ Other. Explain: _____

****Recommenders should be given at least a week notice to put together a letter for you.***

1. Describe your goals in the following areas.
 a. Educational

b. Career

c. Life

2. Describe your three best qualities or traits. Give an example for each.
 a.

b.

c.

3. List and describe the extra-curricular activities (both school-related and outside of school) that you have been involved with during high school and when you were/will be involved in each. If your involvement in an activity began before high school, you may also include the total number of years you were involved in it (ex. Girl Scouts – 8 years total). Attach a sheet if necessary.

Activity	9 th	10 th	11 th	12 th	Total

****Questions continue on next page.**

4. List any school or outside honors/awards you have received during high school and when you received them (ex. Honor Roll – 9th-12th grade). Describe any awards that the recommender may need clarification on.

5. List and describe any positions of leadership you have held during high school (both at and away from school) and when you held each.

6. Please add any additional information about yourself that will be helpful to the person writing the recommendation. For instance, is there any information that might distinguish you from other students? Have you overcome any obstacles in life? Do you have any areas of special interest? Please be thorough in your explanation.