

## Request for Letter of Recommendation

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

**Instructions to Writer of Letter of Recommendation:** The best letters of recommendation bring a student to life by sharing examples of stories, instead of just summarizing the resume'. This form is only to spark ideas about the student.

**Instructions to the Student:** To better evaluate you, fill out this form with your information to assist the person from who you are requesting a recommendation letter. You may attach additional information to this form, such as a cover letter or parent brag sheet.

Purpose of Letter:      College      Scholarship      Other      (circle one)

Please complete letter by: \_\_\_\_\_

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

Academics:

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

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

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

- Special interests, hobbies, or talents:

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- What do you consider your strengths as a person and as a student?

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- 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.

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- Advanced Coursework (honors, college prep, AP Courses):

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

- Academic awards or honors and when you received them:

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

- Community Service:

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

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

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

- Work Experience:

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