Letter of Recommendation Request
Student Information – type or print legibly

This information is required so that staff members who will be writing letters of recommendation for you will be able to do so in the best and most complete way possible. Please complete all sections of this form in as comprehensive a manner as you are able.

When you have completed this form, make copies to give to each person from whom you are requesting a letter of recommendation. Make sure this request is given to the person at least 2 weeks before the letter of recommendation is due to arrive at its destination.

PERSONAL DATA SECTION

Student’s full legal name: ____________________________ Date: ________________

Email address (print clearly): __________________________

Graduation year: ___________ Date letter is needed: ________________

Test Scores:

SAT Critical Reading: ________  Math: ________  Writing: ________

ACT English: ________  Math: ________  Writing: ________  Science: ________

Purpose of recommendation: __________________________________________

What colleges are you considering? ______________________________________

What subjects are you considering for your college major? ____________________

What vocation or career are you considering? ________________________________

What experience have you had in this area? ________________________________

What are you best subjects? ____________________________________________

What are your worst subjects? __________________________________________

What are you hobbies or special interests? ________________________________

List five words that you would use to describe yourself? __________________________

What special talents do you possess (music, sports, etc.)? __________________________

Which 3 high school teachers know you best?

________________________________  ____________________________________  ________________

Write a statement about what you consider to be your strengths and/or uniqueness. Be specific.

________________________________________________________________________

________________________________________________________________________
ACTIVITIES AND AWARDS SECTION

Please list all **school activities** in which you have participated and/or **Leadership roles** you have held:

Grade: ________ Activity: ________________________________

Grade: ________ Activity: ________________________________

Grade: ________ Activity: ________________________________

Grade: ________ Activity: ________________________________

Please list all **sports** in which you have participated:

Grade: ________ Sport: ________________________________

Grade: ________ Sport: ________________________________

Grade: ________ Sport: ________________________________

Grade: ________ Sport: ________________________________

Please list all **out-of-school activities** (Girl Scouts, church volunteer work, tutoring, community service, etc.) in which you have participated:

Grade: ________ Activity: ________________________________

Grade: ________ Activity: ________________________________

Grade: ________ Activity: ________________________________

Grade: ________ Activity: ________________________________

Please list **any significant travel experiences** you have had:

Grade: ________ Travel areas: ________________________________

Grade: ________ Travel areas: ________________________________

Please list all **work experience** you have had, including paid work, days, hours, etc.:

Grade: ________ Job details: ________________________________

Grade: ________ Job details: ________________________________

Please list all **awards and/or honors** you have had no matter how small you feel they are:

Grade: ________ Award / Honor: ________________________________

Grade: ________ Award / Honor: ________________________________

Grade: ________ Award / Honor: ________________________________

Grade: ________ Award / Honor: ________________________________

Please add any additional information that may be helpful in writing this recommendation. __________