

Letter of Recommendation Request

This form assists your teachers and counselor in writing your recommendation. The more specific details you can give, the more thorough your college recommendation will be. The form will also help you with the entire college application process, especially in preparing for writing admissions essays.

Please type your answers and attach this sheet to the front.

Name: \_\_\_\_\_

Recommendation is for: \_\_\_\_\_

Today's date: \_\_\_\_\_

Date needed by (minimum of 2 weeks from today): \_\_\_\_\_

1. List all senior year courses or attach a senior year schedule. A copy of your transcript for teachers is helpful too.
2. School activities: Bullet list the activities you have participated in, the number of years, and the amount of time per week that you spent, and what you have gained or learned from each activity. Consider artistic, athletic, literary, community service, and leadership positions. Please list the honors and awards you have received and elected offices held.
3. Which activity was most important to you? Why?
4. What do you consider your most important activities outside of school? List jobs, paid or voluntary, religious activities, hobbies, travel, music, art, and drama. Include the number of years of your involvement and the amount of time you spent on the activity weekly, and explain why this activity was significant to you.
5. What book(s) have had the greatest impact on you? Why?
6. Describe the academic accomplishment (major paper, science experiment, artistic project) you are most proud of, and tell why you take pride in it.
7. Describe your senior project. What was challenging and rigorous about your project? What did you learn about yourself after completing your project?
8. What kind of learner are you? Which academic setting or assignments make you thrive? What interests you?
9. List your three most distinguishing or most admirable qualities. Explain each in several sentences.
10. What do you hope to accomplish in college and after? Consider your career goals and your broader goals.