

SES: Request for Letter of Recommendation

Name: _____ Email: _____

Intended College Major: _____

Important Things to Remember

- Allow at least **ten school days** for your teacher to complete this recommendation.
- Always **make your request in person**.
- Select a teacher that can attest to your **academic merits and leadership qualities**.
- Offer to provide **stamped, addressed envelopes** if your letter is to be mailed.
- **Email teachers website links** if your letter is being submitted electronically.

Date Sent

College/University Name:	Common App	Mail	Electronic	Due:
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

1. What are the personal qualities that make you stand out from the crowd?

2. What are your academic strengths (hard work, creativity, writing, discussing, problem solving, etc.)?

3. Have any factors (personal, family, social, academic) contributed to your performance, positively or negatively?

4. What has been your most significant contribution to SES?

Feel free to attach your activities resume in place of completing this portion.

Arts and Athletics	9	10	11	12	Leadership, Honors, Awards, etc.

Community/Academic Activities/Services					Leadership, Honors, Awards, etc