Submit this form to your teacher/counselor/mentor/coach 2 weeks before you need the letter of recommendation. You want to make each letter unique - so it is okay to guide each person as to what they might write about. You want your essay and each of your letters of recommendation to paint a nice, well rounded picture of you.

**Student Name:** __________________________________________________________

**Contact Info:** __________________________________________________________

<table>
<thead>
<tr>
<th>Reason for letter of recommendation:</th>
<th>Current GPA:</th>
<th>Composite ACT:</th>
<th>SAT (if applicable):</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ College Application</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Scholarship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>□ Other:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>____________________________________</td>
<td>-------------</td>
<td>----------------</td>
<td>---------------------</td>
</tr>
</tbody>
</table>

**Address to be sent to:**

________________________________________________________

List the colleges/universities to which you intend to apply in order of importance:

________________________________________________________

**College Major/Career? Why have you chosen this major/career?**

List your extracurricular activities: __________________________________________________________

List any volunteer and community service experiences: ____________________________________________

What were the experiences like? How did they change or affect you?: ________________________________
What are your hobbies and interests:__________________________________________________________

What do you value most? Why? ______________________________________________________________

What do you believe to be your outstanding accomplishments during your high school years?
________________________________________________________________________________________

Why did you select these particular accomplishments?
________________________________________________________________________________________

In what areas have you changed the most during your high school career?
________________________________________________________________________________________

If you were to create a 6 word biography/memoir about yourself, what would it be?
________________________________________________________________________________________

What do you consider to be your outstanding personality traits? Give specific examples:
________________________________________________________________________________________

What would you like this person to specifically address?
________________________________________________________________________________________