

REQUEST FOR A LETTER OF RECOMMENDATION

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

You need this by (please allow at least one week): \_\_\_\_\_

Where this letter will be used: \_\_\_\_\_

GPA: \_\_\_\_\_ Class Ranking: \_\_\_\_\_ / \_\_\_\_\_

ACT: ENG: \_\_\_\_\_ Math: \_\_\_\_\_ Read: \_\_\_\_\_ Sci: \_\_\_\_\_ COMP: \_\_\_\_\_

Advanced Coursework (honors, college prep, AP courses):

Year	Course	Year	Course
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What is your planned major?: \_\_\_\_\_

Your career goals: \_\_\_\_\_

List any academic awards or honors and when you received them:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Honors you have received: \_\_\_\_\_

Clubs, Organizations, Activities you've been involved in: \_\_\_\_\_

Leadership Positions you have held and what you accomplished in those positions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Hobbies/ Interests/Talents: \_\_\_\_\_

Other information that would be relevant to this particular application: \_\_\_\_\_

List any work experience, travel experience or special educational experience you have had and when:

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

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

Please share any other information that would be helpful in writing a letter, such as obstacles you have overcome, and indicate what information the writer should highlight for this particular letter of recommendation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_