

Name:

Date Needed (mm/dd/yy):

of Copies:

Special Instructions:

Letter of Recommendation Request

- 1. Describe your academic highlights. Be sure to include any honors, AP, or IB courses taken with grade earned.**
- 2. Describe your extracurricular activities. Include clubs, performing arts, sports teams, letters, awards, etc.**
- 3. Describe community involvement. Include community service, volunteer efforts, youth group participation, etc.**
- 4. Describe work/employment experiences. Include where you worked, how long, and a brief statement of duties, etc.**
- 5. What career choices are you considering? To which schools/programs are you applying?**
- 6. What are the first three words you use to describe yourself?**
- 7. Record any other information that you think would be helpful.**