

REQUEST FOR RECOMMENDATION

This form must accompany requests for letters of recommendation and must be turned in to the person you are requesting a recommendation from **at least two weeks prior** to the date needed. You may do this on the computer in any format. This is just a guideline.

Please provide teachers with an addressed and stamped envelope so the recommendation letter can be mailed directly to the colleges (teachers sign their name across seal of envelope). Remember to send a thank-you note to those individuals who write a letter on your behalf.

STUDENT NAME _____ DATE REC'D _____

Please provide information on the following items so we can accurately describe you. Take time to think about who you are and where you are headed. Do not limit your discussion only to what has happened to you in school. Include experiences drawn from any part of your life and include **specific examples** whenever possible. The more you can say about yourself, the more we can say about you! Thanks!

1. What are your academic interests and/or intended major?
2. Although you may be an exceptional student at SAHS, you may be competing with students at the college level who are just like you. What do you have to offer the college that makes you unique?
3. What do you consider your **greatest strengths?** Give examples
4. What do you consider your **areas for growth?** Give examples

5. What do you consider to be an accurate measure of your ability and potential? (high school grades, tests scores, etc.)

6. Describe any summer experience, work, school activity, community service or church activity that has been of significant importance to you.

7. If you have traveled or lived in different localities, comment on that/those experiences(s).

8. Please share any additional information with your counselor/teacher so that he or she can make an accurate appraisal of you.

9. Please list three or four teachers we can contact for additional information.

10. Please list three adjectives that best describe you.

The following sheets should be filled out with your extracurricular activities, organizations you belong to in and outside of school, work experience and any awards you have received. You might want to save these copies, as they are taken from the Community Scholarship Application that you will be submitting in February.

EXTRA-CURRICULAR AND LEADERSHIP ROLES

List your leadership roles and extracurricular activities. If no leadership role applies, state the name of the organization and check the "NO" box in the column next to the Leadership Role

Organization Name (example) <i>Football</i>	Years <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Responsibilities <i>Direct and advise other players</i>
Leadership Role <i>Captain</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
1. Organization Name	Years <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Responsibilities
Leadership Role	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Organization Name	Years <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Responsibilities
Leadership Role	<input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Organization Name	Years <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Responsibilities
Leadership Role	<input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Organization Name	Years <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Responsibilities
Leadership Role	<input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Organization Name	Years <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Responsibilities
Leadership Role	<input type="checkbox"/> Yes <input type="checkbox"/> No	

HONORS AND AWARDS

Include scholastic, extracurricular and civic honors and awards during grades 10 – 12. State nature of award and grade won: i.e. Girl Scout Gold Award, 12. PLEASE DO NOT ABBREVIATE NAMES OF AWARDS, as we may not understand their meanings. Include a brief description of each award. If you need further explanation, please do so on separate sheet.

AWARD/HONOR	DESCRIPTION OF AWARD	YEAR REC'D
<i>Example: Music Award</i>	<i>Superior Rating at State Music Festival</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 9 10 11 12

WORK EXPERIENCE List TOTAL HOURS and time frame of hours worked and Job title	9 th /10 th	11 th	12 th	TOTAL # OF HOURS WORKED/ JOB
<i>Example: Cashier Grocery Store</i>	Summer - Total 50 hrs	Oct. - Dec. Total 60 hrs		110 Hrs
TOTAL WORK HOURS				