

## Request for Letter of Recommendation

This information will help me write the best possible letter of recommendation for you. Please allow **THREE WEEKS** for me to write your letter. Use additional space on page 3 if necessary.

Today's Date \_\_\_\_\_

Name \_\_\_\_\_ Date Letter Needed \_\_\_\_\_

Email address \_\_\_\_\_

Letter addressed to: \_\_\_\_\_

GPA \_\_\_\_\_ Class Rank \_\_\_\_\_

ACT Composite Score \_\_\_\_\_

SAT: Critical Reading \_\_\_\_\_ Writing \_\_\_\_\_ Math \_\_\_\_\_ Subject Test \_\_\_\_\_

Subject Score \_\_\_\_\_

Current Class Schedule	Schools to which you plan to apply
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.

Activity <i>(Leadership, Clubs, Community Service, Volunteer, Employment, etc.)</i>	Position	Hours/Week			
		Grade Level			
		9	10	11	12
1.					
Describe the experience and what you learned about yourself.					
2.					
Describe the experience and what you learned about yourself.					
3.					
Describe the experience and what you learned about yourself.					
4.					
Describe the experience and what you learned about yourself.					

*Use page 3 if you need additional space for any of the areas above*

**Honors/Awards**

**Grade**

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**Athletics**

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**Special Interests, Talents, Hobbies**

**Grade**

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**Future plans and goals: What school/training and degree/certificate to you plan to acquire?**

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**What unique qualities do you have to offer? Why should you be selected over others?**

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**List three words that best describe you:**

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**Personal information you would like to include:** *(strengths, attitudes, skills, difficulties you have overcome, or that “turn around” moment in your life)*

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*Use page 3 if you need additional space for any of the items above.  
Attach any additional supporting documents (resume, college essay, etc.) that might be helpful.*

