



# REQUEST FOR LETTER OF RECOMMENDATION

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

I will be applying for scholarships and I would like to ask you for a Letter of Recommendation. I will need the letter by the following date \_\_\_\_\_ so that I may meet my deadlines to apply for scholarships. To make this task easier for you I will provide you with the information you may need to write the letter of recommendation. Please address the letter to "To Whom It May Concern".

Graduation Year \_\_\_\_\_ Grade \_\_\_\_\_ GPA \_\_\_\_\_

Academics: See copy of attached Transcript

Extra Curricular Activities: Activities listed on the back of this form

List three adjectives that describe you:

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Career Goals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Short Term Goals: \_\_\_\_\_

Long Term Goals: \_\_\_\_\_

Colleges I am applying to: \_\_\_\_\_

\_\_\_\_\_

College Major: \_\_\_\_\_ College Degree Plan: \_\_\_\_\_

Additional information that might be helpful i.e. travel experience, hobby, first in family to attend college: (attach additional page if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***It is most helpful to use your high school or business letterhead when completing this Letter of Recommendation. Please be sure to include your signature on the letter.  
Thank you.***

# Activities Record

Name: \_\_\_\_\_

High School: \_\_\_\_\_

Activities - attach additional Activities Record if needed



Year of Participation

	9	10	11	12
<b>Student Government:</b> <i>(example: SBO, class officer, class leadership or Ag positions)</i>				
Did you attend Camp RYLA? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Check year attended)</i>				
Did you attend Boys /Girls State? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Check year attended)</i>				
<b>Organizations/Clubs:</b> <i>(note officers positions)</i>				
<b>Athletics:</b> <i>(specify Varsity, Junior Varsity or Freshman)</i>				
<b>Awards and Honors:</b>				
<b>Community Activities:</b> <i>Example: Mercy Hospital 175 hours - Car Wash, help raise funds for needy family 4 hours. YOU ARE REQUIRED TO LIST YOUR TOTAL COMMUNITY SERVICE HOURS.</i>				
<b>Employment:</b> <i>(state the duration)</i>				

Be sure to include the total number of hours volunteered