



Letter of Recommendation Request

**Note: The accuracy and completeness of this form will directly impact how beneficial your letter of recommendation is for use in college applications or employment.*

Student Name: _____ Student ID # _____

Name of scholarship, organization, program, etc. for which you need this letter of recommendation:

Describe your personal and professional goals: _____

List advanced courses which you have completed or in which you are currently enrolled (i.e. AP courses, math, physics, etc.): _____

List clubs, activities, and/or sports participation (indicate grade levels and offices held): _____

List any awards and/or honors you have received: _____

Describe any community service, church activities, or volunteer activities in which you have participated: _____

Describe your character/personal strengths/leadership skills: _____

