

**Student Information**

What do you consider your strengths as a person? Provide an example of a situation that demonstrates a strength.

---

---

---

---

List an accomplishment you are most proud of and state why.

---

---

---

---

How have you demonstrated leadership potential?

---

---

---

---

Please share any other information that would be helpful in writing a letter (obstacles overcome, bad freshman year, family struggles, etc.). Also, please indicate what information the writer should highlight for this letter of recommendation.

---

---

---

---

**Request For  
Letter of Recommendation**

For GHS Student: \_\_\_\_\_



Letter Requested From: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Classes & Years Completed with teacher listed above: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_ of \_\_\_\_\_

Requested Completion Date: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_

Student E-Mail Address: \_\_\_\_\_

**A Note to the Writer:**

On behalf of Glacier High School, thank you for supporting our community and this student's pursuit of higher education and school-to-career experience. Because letters of recommendation are valuable tools for these pursuits, we require all GHS students to prepare themselves by requesting several letters during their high school career.

This student considers you to be an important and influential person in their life. We ask that you please draw on your personal experiences and the information contained in this brochure to prepare a letter of recommendation.

An effective letter of recommendation will:

- *Emphasize* scholastic ability, motivation, reaction to criticism, initiative, emotional stability, personality, integrity, cooperation, maturity and leadership qualities.
- *be versatile* so it can be used for education or when applying for a job (address letter "To Whom It May Concern").
- *accentuate positive character traits*, especially those related to lifelong learning and job skills.
- *mention specific student accomplishments* and/or life experiences that reinforce their character and work ethic. These could be anecdotes.

Your letter could be offered under a variety of circumstances and possibly for many years. You will make a significant impact through your efforts and will generate feelings of pride and motivation from someone who appreciates your helpfulness and wisdom.

Thank you for making a difference!

Sincerely,

Glacier High School Counselors and Teachers

**Student Information**

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

Grade in School: \_\_\_\_\_ Expected Year of Graduation \_\_\_\_\_

Possible Uses of This Letter: \_\_\_\_\_ college admission

\_\_\_\_\_ Scholarships \_\_\_\_\_ job application

\_\_\_\_\_ Other: \_\_\_\_\_

**Student Information**

**Awards and Honors**

Year	Award or Honor

**Extracurricular and Co-curricular Activities**

Year	Description of Activity

**Work Experience and Volunteer Experience**

Year	Description of Job/Experience

**Special Activities or Hobbies**

Year	Description

**Colleges/Universities of Interest or other Future goals**

College/University