

COVENTRY HIGH SCHOOL RECOMMENDATION LETTER REQUEST FORM

STUDENT NAME	
NAME OF RECOMMENDERS	
DATE REQUEST SUBMITTED	
EARLIEST COLLEGE APPLICATION DEADLINE	

What you need to do

- FINISH RESUME** – if you have not already done so in English.
- ANSWER ALL QUESTIONS ON NEXT PAGE** – the more detail, the better the letter!
- ASK & SHARE** – Ask your recommenders in person if they will write you a letter. Once this form is complete, share it through google, *using teacher @cpsctg emails*.
- COMPLETE SENIOR BRAG SHEET** – additionally complete the senior brag sheet google form for your counselor's letter and let them know when it is done.

Important Notes

**This form must be shared with your teachers and counselor at least 10 school days before your earliest deadline.

**Your letters of recommendation do not need to be completed prior to turning in your college applications. If your application is complete, submit it to your school! Follow up with teachers and counselors regarding your letter request.

**All recommendation letters will be uploaded directly to a student's Naviance account along with the Common Application Teacher Evaluation Form and Secondary School Report Form.

Please answer all questions!

1. Please identify your greatest strengths and areas for improvement?
2. Describe all activities you participated in during your high school years, highlighting leadership roles and explain what was most significant to you.
3. What is your intended college major or area of study? Please explain what helped you to decide this such as experiences or classes.
4. Additional comments or other information you'd like to share...
5. Cut/Paste your resume link here: