

**Lathrop High School**  
**Letter of Recommendation Request**

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

GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_ out of \_\_\_\_\_

Requesting Letter from: \_\_\_\_\_  
(Name)

Title: \_\_\_\_\_  
(Teacher, Coach, etc.)

Reason for Request: \_\_\_\_\_  
(College application, scholarship, etc.)

*The following questions will be of great assistance to the person you are asking to write a letter of recommendation. Please allow **two weeks** for the person to complete the letter and be sure to thank them. Please type your answers in Word and attach to this sheet along with your resume and transcript.*

1. What are your proudest accomplishments?
  - Academic
  - Personal
  
2. Describe activities in which you participated in. Please list where you participated, time you participated and type of activities if not provided on your resume.
  - Community
  - School (sports/clubs/VAPA)
  - Civic Organizations
  - Church
  - Volunteer work
  - Work experience/jobs
  - Etc.
  
3. List awards you have received in high school, etc. Include academic and non-academic if not provided on your resume
  
4. Describe your plans for college or future education and/or training.
  
5. List any personal circumstances that may have had a **positive or negative** impact on your academic performance and/or grades that you would like colleges/scholarship committees to be aware of.