

LETTER OF RECOMMENDATION FORM

Your Name: _____ Student ID # _____

Today's Date: _____ Your Personal Email Address _____

Your Cell # _____ Texts Okay? _____

SCHOOL: Piner High School - 1700 Fulton Rd. Santa Rosa, CA 95403

Date the letter(s) needs to be completed (at least two weeks from current date): _____

Your Future Plans: _____

Specifics of letter(s) (Check all that apply)

- address letter to specific person: _____
- business or group name: _____
- address: _____
- address letter "To Whom it May Concern"
- typed on school letterhead
- sealed in an envelope
- returned to student
- turned in to guidance office
- turned in to: _____
- # of additional copies: _____

This letter is for:

- college entrance application - school: _____
- generic college application for multiple schools
- college program/school/department application - specific: _____
- scholarship - scholarship name: _____
- generic scholarship recommendation for multiple scholarships
- job application - company/position: _____
- character recommendation - court or other: _____
- other: _____

Your Academic Goals (college(s) in which you are applying

1. _____

2. What major(s) are you interested in pursuing? Why?

Your Experience

1. Courses that pertain to this particular recommendation: _____

2. Extracurriculars and leadership positions that pertain to this particular recommendation:

3. Community Service Organization (if applicable)

Academic Strengths: List your top three strengths in the classroom.

1. _____

2. _____

3. _____

What challenges you the most in school and how have you dealt with or overcome this challenge?

Personal Strengths: List your top three personal strengths.

1. _____
2. _____
3. _____

List **five** adjectives that best describe you and briefly (ten words or so) describe why?

Tell me something unusual/unique about you or your circumstance that sets you apart from your peers.

In the space below, please write one to three sentences that you feel best encapsulate your motivation and potential:

Please list three things you would like the recipient(s) of the letter to know about you.

1. _____
2. _____
3. _____

Great job! Thank you the helpful and descriptive information.