



RGHS Letter of Recommendation Form

TAKE THE TIME TO BE THOROUGH AND DETAILED IN YOUR RESPONSES. **You must give your recommender at least 2 weeks prior notice for a letter of recommendation to be complete. Please plan accordingly!**

Name: _____ Student ID # _____

Letter of Recommendation/Reference is needed by this date: ____/____/____

PURPOSE OF LETTER:

- Job
 - Scholarship
 - College Admissions
 - Award
 - Other
- _____

Who/What/Where should this letter be addressed to (name of college, scholarship, employer, organization etc):

ACADEMIC: Grade Level: _____ Weighted GPA: _____ Unweighted GPA: _____
Rank: ____/____

ACT (if taken): Composite: _____ English: _____ Math: _____ Reading: _____ Science: _____
Essay: _____

SAT (if taken): Total: _____ SAT Critical Reading: _____ SAT Math: _____
Essay: _____

FUTURE PLANS:

- Attend College
- Attend Trade/Technical School
- Join Military
- Other _____

Colleges/Trade/Technical Schools/Scholarships applying for:

If you plan to attend college or a trade/technical school, what is your intended major or course of study _____

Military Branch:

INSTRUCTIONS

Please answer the questions from each of the categories listed below. Answer as many as possible. These questions provide rich information to your recommender. Be thoughtful with your question choices and write legibly OR type it out. Please attach additional sheets of paper as needed.

Personal Character:

- How would you describe yourself? Use at least 5 descriptive adjectives, then expand on those adjectives and explain why they describe you. Be sensibly confident.
- What do you believe are your strengths? – personal traits/talents, academic talents, athletic abilities, other accomplishments? Please elaborate.
- What are you passionate about? – education, a specific cause?
- Who has been most influential in your life? Why?
- What do you value? What is important to you? Why?
- What makes you unique and sets you apart from other applicants?

Personal Background:

- Have there been any family challenges or special circumstances that have caused you to develop as a person?
- What was the most difficult situation you have ever had to face? How did you handle it? Is there anything you would change about the way you dealt with it if you could?
- Do you have any home responsibilities aside from regular house chores? If so, what does that look like on a daily basis? - This can include taking care of siblings.
- Have you had a job while in high school? Or during the summers? Was the job your personal choice or a family need? Where did you work? How many hours? What did you gain from the experience?
- Have there been changes, positive or negative, or a particular situation that has occurred in your high school years that you feel has affected you, your grades, or your participation in school? (Example: personal or family illness, divorce, summer experience, etc.)

Academic/High School Experiences:

- What are your best memories of high school?
- What has been a major obstacle for you in high school?
- What has been your favorite course and why? Least favorite course and why?
- Describe your experience in the classroom? (What kind of learner are you? What is your work ethic? Do you advocate for yourself, if you need help? Do you help other students?)
- Describe how you work with others. Give examples.
- What teacher, coach, counselor, school administrator, etc. has been most impactful or memorable in your education thus far? Why?
- Have you encountered a conflict with a course, specific grade, or academic incident that you want mentioned in your appraisal? (Example: could not take an AP course due to school or personal scheduling conflict)
- What would you like to study in college? Why?

- If you did not attend college what would you do for a career?
- If attending, what do you hope to gain from your college experience?
- What do you want to do after college? Why?

Activities/Extracurricular:

- What do you consider your most important activities outside of the classroom? This can be jobs, athletics, volunteer work, school clubs, home responsibilities, community service, hobbies, religious obligations, etc. Think broadly.
- What activity listed above has been the most fulfilling to you? Why?
- Have you been in a leadership role in the activities listed above? Describe what you did and how you used this role to help others?
- How did involvement in activities contribute to your overall growth as a person? Would you recommend being involved outside of the classroom to other students? Why?
- Was there an activity or activities you were unable to do (for any particular reason) that you hope to explore in the future?

What things about yourself would you like for the recommender to include in your letter? Why should you be considered for acceptance/admission/award, etc.? Include specific incidents that support your level of worth.

Choose a parent, family member or someone who knows you well to write a brief description of what they would want your recommender to know about you to be included in your recommendation.

(More than one person may reply to this section. Please use additional paper as needed for additional responses.)