

Letter of Recommendation Request Form

Please accept this as a formal request for a letter of recommendation. Thank you in advance for your time and assistance!

STUDENT NAME _____

PROGRAM _____

RECOMMENDING TEACHER'S NAME _____

GUIDANCE COUNSELOR _____

Date of request _____ Recommendation needed by _____

This recommendation is being used for:

College application
-Please list your colleges: _____

Scholarship application

Other
Name _____
Address _____
Contact person/department _____

Please note: Students must complete the form in its entirety to assist teachers/others in personalizing a recommendation letter. As the requestor, I am aware that this request must be provided two (2) weeks in advance of the date needed. I will also notify my teachers/other as to how to submit their letter.

Student Signature _____

1. Are you the first in your immediate family (household) to attend college?
Yes _____ No _____

2. Why did you choose GCIT and your program?

3. What is your favorite academic subject and why?

4. Describe your best learning or “aha” moment (i.e. a class, subject, or experience that was challenging initially but you learned and/or grew from it)

5. Do you plan to attend graduate school? Yes _____ No _____ Not sure _____

6. List three words to describe yourself and/or three strengths.

7. How did you handle a serious or challenging situation (if applicable).

Planned College Major AND future goals: _____

School Affiliated Organizations:

____ DECA # of years ____ ____ FCCLA # of years ____
____ HOSA # of years ____ ____ Skills USA # of years ____
____ FBLA # of years ____ ____ NHS/NTHS

High School Sports (please list individually)

_____ What school did you play for _____ # of years ____ Level: F/JV/V
_____ What school did you play for _____ # of years ____ Level: F/JV/V
_____ What school did you play for _____ # of years ____ Level: F/JV/V

Other School Activities (Clubs, Committees, etc): please list your club or any other school committees such as Student Government (position held), Prom committee, etc and the length of time served: _____

Community Activities (non-school related): please list other activities that you were/are involved in outside of school, be sure to list when you participated in these events (ie. 4-H, Church groups, volunteer work, etc)

Activity	Description	Time Involved (hours/years)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Awards/Honors/Distinctions (please be specific)

____ Principal’s List, list marking periods: _____
____ Honor Roll, list marking periods: _____
____ Board of Education Recognition, what was the award for _____

____ Sport(s) Award/Recognition, category _____

____ Other, specify _____

Work Experience (list in chronological order)

Employer	Responsibilities	Time Employed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please describe some of your strengths: _____

*****Please see the reverse side for additional information*****

Any additional information you would like to add or something that sets you apart from other applicants:

If additional space is needed for any of the information you are providing, please write below.