

Request for Letter of Recommendation

NOTE: Signatures required by student and parent/guardian on last page.

Student Name _____

Today's Date _____ Date Letter Needed* _____ **allow at least 2 weeks*

Reason for this letter and to whom it should be addressed:

Academic Information:

GPA _____ Class Rank _____ out of _____

List AP Courses Taken _____

List AP Scores _____

List Honors Courses _____

ACT Composite Score _____

SAT I Verbal _____ Math Score _____

IMPORTANT: Attach a copy of your transcript. Transcript requests are made through the Career & Information Center.

Off Campus Learning (College Courses, Summer Programs)

Semester	School	Course	Grade

Describe what type of student you are. What academic settings or type of assignments make you thrive? What interests you?

Intended Major in College: _____ Intended Career: _____

Describe **one** academic accomplishment (major paper, science project, experiment, artistic project) of which you are most proud. Why?

Is there a non-academic accomplishment you also consider significant? If so, please describe your success.

List four adjectives which you believe best describe YOU!

What extracurricular activity have you enjoyed the most/or do you consider the most important? Why?

Ethnic Background

Indicate your race, nationality, or ethnic background: _____

Is a second language spoken in the home? ☐ Yes ☐ No If so, what? _____

Family

Anything unusual about your family...cultural background, shared interest, activities, size, crisis, etc. that has a significant impact on you? Why?

Describe any circumstances in your life which you feel have helped to shape your character, personality, and attitudes.

Distinguishing Quality

What do you believe to be your single, most admirable, or most distinguishing trait or quality?

Growth Area

What do you perceive in your academic or personal growth that needs further development?

Work Experience

List current/past employers, including any non-paid volunteer experience, and a brief description of your duties:

Additional Comments

Is there any information that you would like me to highlight in a description of you? (Include aspects of yourself you would like to have stressed to colleges/universities/scholarships/employer.)

Activity and Achievement Recap

School Student Government	Leadership & Awards	9	10	11	12
School Clubs / Organizations	Leadership & Awards	9	10	11	12
Community Service	Leadership & Awards	9	10	11	12
Athletics	Leadership & Awards	9	10	11	12

I/we agree that information provided on this request form may be included in my letter of recommendation.

Signature of student

Date

Signature of parent/guardian

Date