



☐ I understand that this confidential letter that will be sent directly to my college/scholarship, and I will not receive a copy:
Signature: _____ Date: _____

Full legal name as it appears on your transcript _____

ONLY REQUEST A LETTER OF RECOMMENDATION IF IT IS REQUIRED.
REQUEST LETTERS OF RECOMMENDATION FROM PEOPLE WHO KNOW YOU WELL.
SUBMIT THIST REQUEST AT LEAST 3 WEEKS BEFORE THE RECOMMENDATION IS NEEDED.

HOW TO REQUEST A LETTER OF RECOMMENDATION

- 1. Write a short letter of introduction about yourself (ideas to include: 5 adjectives you would use to describe yourself, a statement about your strengths, a statement about what makes you unique)
- 2. Complete this request form, and submit it to your recommender along with your brief letter of introduction
- 3. Don't forget to thank the staff member who spent time writing you a letter!

Activities Section

List the year in school followed by the specific details of your particular activity.
For example: 9th class president, 10th quarterback junior varsity football, 11th volunteer at Good Samaritan Hospital
Write clearly. You may attach additional pages if necessary.

1. List and detail all school activities in which you have participated:

Grade Level	

2. List and detail sports in which you have participated:

Grade Level	

3. List and detail out-of-school activities i.e. volunteer service, scouts, youth group, tutoring:

Grade Level	

4. List and detail significant travel experiences you have had:

Grade Level	

5. List and detail work experience (give days/hours):

Grade Level	

6. List and detail all awards/honors no matter how small you may think they are:

Grade Level	

Personal Data Section
Attach additional pages if necessary

1. Test Scores (Optional) SAT-I (CR)_____ SAT-I Math_____ SAT-I Writing _____ Date Taken _____
SAT-I (CR)_____ SAT-I Math_____ SAT-I Writing _____ Date Taken _____

ACT Composite Score _____ ACT English _____ ACT Math _____ ACT Reading _____ ACT Science _____

2. List colleges where you are applying for admission (including the city)

3. What subjects and or career(s) are you considering as a major?

4. What, if any, experiences have you had in your career field of interest?

5. What are your best or favorite subjects? Why?

6. Briefly describe a hardship or difficult problem you've overcome, and how you handled it.

Personal Data Section Continued

7. If there are any low grades listed on your transcript, please explain the reason(s)

8. Briefly discuss leadership skills you possess, organizational skills you used in a project, or skills you possess that others have noted about you.

9. What are your hobbies or special interests?

10. If your teacher/counselor were to meet 1000 seniors, how would they remember you?

11. What special talents do you possess? i.e. Music, sports, etc...

12. List any person who has influenced you and why?

13. Please note here any additional information that may be helpful for your recommender: