

**Onalaska High School**  
**Letter of Recommendation Request & Student Information**

Attach additional sheet if necessary

**Student Name:** \_\_\_\_\_ **Date Requested:** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_

**Purpose of Letter:** (check one)     College application     Scholarship application     Other \_\_\_\_\_

**Letter to be addressed to:** Admissions Committee, Scholarship Committee, specific college(s), specific scholarship(s), or name/title

\_\_\_\_\_

**List your future goals (career/college/work):**

\_\_\_\_\_

\_\_\_\_\_

**Academic activities, leadership, awards & honors (please provide dates):**

\_\_\_\_\_

\_\_\_\_\_

**Extracurricular activities, leadership, awards & honors (please provide dates):**

\_\_\_\_\_

\_\_\_\_\_

**Community activities, volunteer experience and awards (please provide dates):**

\_\_\_\_\_

\_\_\_\_\_

**Employment (please provide dates):**

\_\_\_\_\_

**What are 3-5 words you would use to describe yourself?**

\_\_\_\_\_

**Describe any unusual circumstances that may affect your life (family, personal, financial, academic):**

\_\_\_\_\_

**Describe your strengths, skills, attitudes or past experiences that might assist me in writing your letter:**

\_\_\_\_\_

\_\_\_\_\_

# Guide to Letters of Recommendation

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Letters of recommendation may be required for:

- College applications
  - Scholarship applications
  - Job applications
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**Complete** the Letter of Recommendation Request sheet on the reverse side of this page. This is your opportunity to give those writing your letters the information they need about your accomplishments, activities, and goals. **Make a copy for each letter writer.**

**Choose** the right people to write your letters. They should be adults who know you well and can write a positive recommendation. Some good choices include teachers, school counselors, coaches, clergy, or supervisors. Do not choose parents or relatives.

**Give** the letter writers plenty of time (at least two weeks) to write your recommendation letter and let them know your deadline.

**Thank** your letter writers. Write a short note to show your appreciation.



## The Letter of Recommendation

Request sheet allows you to give your letter writers a little more information about yourself:

- Your strengths
- Qualities that make you a good candidate for the school or scholarship
- Specific examples of how you have displayed those qualities

AND gives you the opportunity to provide information about your:

- Accomplishments
- Activities
- Goals