



Fargo Virtual Academy

Letter of Recommendation Form

If you need a letter of recommendation for a college or job application, scholarship, or other reason, it is helpful to give the person you are asking as much information about you as possible so they can give you the best reference. Try to ask for a recommendation at least two weeks prior to when you need it by. Remember the person writing your recommendation wants to do the best job possible for you.

| General Information | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Name | | | Phone | | |
| Address | | | Email | | |
| School or Community Activities | | | | | |
| Name of Activity | Years Involved | | Type of Activity | | |
| | | | | | |
| | | | | | |
| | | | | | |
| Employment/Work Experience | | | | | |
| Place of Employment | Dates of Employment | | Type of Work | | |
| | | | | | |
| | | | | | |
| Volunteer Experience | | | | | |
| Place of Service | Number of Hours Served | | Type of Service | | |
| | | | | | |
| | | | | | |
| Self-Ratings (1 lowest to 5 highest) | | | | | |
| | 1 | 2 | 3 | 4 | 5 |
| Motivation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work Habits | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Personal Responsibility | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Respect for Others | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Adjectives to Describe Self | | | | | |
| 1 | | 3 | | | |
| 2 | | 4 | | | |
| Strengths | | | Weaknesses | | |
| | | | | | |
| | | | | | |
| Write a sentence or two about your goals for the future | | | | | |
| | | | | | |