



REQUEST FOR LETTER OF RECOMMENDATION

Student Name: _____ Preferred Pronouns _____ Today's date: _____

Date when letter is needed: _____ (*DO NOT WRITE ASAP! – refer to your application deadline*)

What is your intended purpose for this letter (please check all that apply):

- College application (4 year college)
- College application (CSM or AACC)
- Trade school application
- Scholarship

**If you would like to use this letter of recommendation on Common App, please be sure to add the counselor/teacher as a recommender on your online account as well as giving them this request form! Directions on how to add a recommender on Common App can be found here:*

<https://youtu.be/hoJGerrhT8M>*)*

Please complete this form and email it to the person that you are asking to write your recommendation (teacher/counselor).

Please answer the following questions as honestly and completely as possible.

REMEMBER TO ALLOW AT LEAST 10 SCHOOL DAYS FOR THE LETTER TO BE WRITTEN!

Personal

1. Share three strengths that have contributed to your success in life. Use specific examples.
2. How would others describe you? Why do you think they would say this?
3. Describe a challenge which you have overcome or an obstacle you have faced.
4. What is something unique about you that makes you stand out from other students?
5. How have your experiences shaped you into the person you are now?
6. If you had to choose a motto to live by, what would it be and why?

Involvement

1. List your activities both in and out of school. Include any clubs, sports, drama, volunteer work, jobs, etc. Also include dates of participation. (You may also attach a list).

2. What is your most significant activity (work, sports, volunteering, etc.)? Why is it important to you?
3. List any honors or awards you have received in high school. Include the school year when they were awarded. (You may also attach a list).
4. Do you have any talents or hobbies? What do you do in your spare time?

Academic

1. What was your favorite class in high school? What did you like about it?
2. Do you feel your transcript accurately reflects your academic abilities? Why?
3. What are three things you have done to be successful academically in your high school career?
4. What is your intended field of study and career goal? Why does this interest you?