



MAT-SU MIDDLE COLLEGE SCHOOL

Request for Letter of Recommendation

Instructions to the Student: Fill out this form with your information to assist the person from whom you are requesting a recommendation letter. You may attach additional pages or information to this form.

Student Name: _____ MSBSD ID: _____

Student Phone: _____ Letter needed by: _____

Upon completion, please: Return to student Mail in enclosed envelope Upload to online application program

This letter will be used for: College Scholarship Other

Instructions to Writer of Letter of Recommendation: The best letters of recommendation bring a student to life by sharing specific examples or stories, instead of just summarizing the resume. This form is only to spark ideas about the student.

POSTSECONDARY GOALS:

Intended College Major(s): _____

Long-range Career Goals: _____

Are you the first person in your family to attend college? Yes No

ACADEMICS:

G.P.A. _____ Class rank: ___ of ___ SAT: _____ ACT Composite: _____

List three adjectives that define your best personal qualities and provide examples:

In what areas have you shown the most development and growth during the past three or four years?

Give an example of your leadership skills and potential:

Give an example that describes your initiative, self-motivation and/or responsibility level:

Describe the academic accomplishment you are proudest of and share why you take pride in it:

Describe an activity (school, community, athletic, extracurricular) to which you have devoted extensive time and effort during the last 3-4 years. What do you think was gained from participation in this activity?

Continue on reverse

Are there any unusual circumstances you would like highlighted in your letter that may have impacted your academic success (ex: health issues, family circumstances, personal loss, life-altering events, etc.) that you want to be addressed in this letter? If applicable, please describe the situation or challenge faced and what you have learned about yourself or others as a result.

If you have ever received out-of-school suspension or gotten into trouble outside of school, please explain:

ACADEMIC AWARDS or HONORS

Year:	Award/Honor:

COMMUNITY SERVICE: List your in-school and out-of-school community service and total hours of service. Add a statement about how the experience impacted you personally or the organization/community.

Year:	Description of Service:

CO-CURRICULAR: List your in-school and out of school activities and years or participation. Note any leadership position or honors. Add a statement about how the sport/activity impacted you or how you contributed to the sport/activity.

Year:	Activity:	Leadership/Honor?

WORK EXPERIENCE: Add a statement about how your employment impacted you or how you contributed to the workplace environment.

Year:	Description of work: