

Tips for Requesting a Letter of Recommendation

Letters of recommendation may be required for colleges/universities, scholarships, military service, or workforce employment.

Please use the form below to provide background information to your teachers and counselors so they can write a strong letter on your behalf!

Please Remember:

- 1) Your recommender needs time to put together a good letter, so make sure you provide them with plenty of notice (one month lead time is appropriate, but two weeks is the very least). For letters needed before winter break, you must return this completed form no later than December 1st.
- 2) Clearly note the dates/deadlines that your letters are due to be submitted.
- 3) Seek out the Roseville High School staff members who know you best.
- 4) Waive your confidentiality rights, when asked, to ensure that colleges know that your recommender felt the freedom to comment honestly.
- 5) When completing your forms, please provide your contact information in case your recommender needs to clarify any of the responses you provided.

*** * * Because recommendations are confidential, they will be sent directly to requesting * * * campuses or provided to students only in officially sealed envelopes.**

LETTER OF RECOMMENDATION FORM

Name: _____ **Date:** _____

Email: _____ **Cell Phone:** _____

The deadline for submitting this letter is: _____

Your total GPA: _____ **Highest SAT Score:** _____ **Highest ACT Score:** _____

1) List four teachers or staff members who know you well.

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

2) How would your teachers describe you as a student?

3) List ALL colleges to which you plan to apply.

4) What is your intended area of study (major) and career interest? **Why?**

5) List any awards and/or honors you have received.

6) List clubs, activities, sports, and/or student government participation (indicate grade levels and offices held).

7) Please comment on the activities you listed above. You may want to consider the following: Which ones are important to you and why? What have you gained from your participation in these groups? What significant contributions have you made? Which ones have influenced you?

8) List and describe community service activities in which you have participated (including number of hours and dates), as well as their impact on your community.

9) Describe work experience you have had, including the number of hours per week and dates of employment.

10) Describe your travel experiences.

11) What is special or unique about you that you would want a college/university to know?

12) Please list six adjectives which you, your family, or your friends would use to describe you.

13) What do you consider your most outstanding accomplishment during the past three years?

14) List and describe any obstacles that might have effected your high school achievement? Consider such factors as after-school jobs, responsibilities at home, illness or emotional stress, parental influence. **How did you overcome these obstacles?**

15) What sets you apart from your peers?

16) What do you believe is your area of academic strength and how have you demonstrated this at RHS?

17) Is your academic record an accurate measure of your ability? Why or Why not? Please be specific.

18) Will you be the first in your family to pursue a college degree? YES NO

19) Where have you lived?

20) Please list any languages that you speak other than English. Can you read and write in each language?

21) What is your family's educational background and jobs/professions?

22) Other Comments:

The following information may be needed for your college applications and the common application. Save for your future use.

CEEB Code: 052690

(needed for college applications and SAT/ACT registration)

Name:	Roseville High School
Address:	#1 Tiger Way, Roseville, CA 95678
Phone:	916-782-3753
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