

Letter of Recommendation Form

As you prepare for college and scholarship applications, you may need to ask a teacher or counselor for a letter of recommendation. If you want a letter written, you **MUST** present this completed form to the Counseling Office. You may make copies of the completed form to give to multiple teachers; it is not necessary to complete multiple forms. This information will assist the counseling staff and teachers in writing about you rather than just listing your accomplishments.

Please allow at least one week for the completion of the letter of recommendation by the teacher and/or counselor

Student Name: _____ **ID Number:** _____ **Years at GBHS:** _____

List five (5) adjectives that best describes you:

1. _____
2. _____
3. _____
4. _____
5. _____

What are you major strengths? _____

Activities and Accomplishments: *When listing items please specify leadership roles, approximate hours of participation per week and the grade you were in for each. Attach a personal resume if you wish.*

Academic Accomplishments: _____

Honors and Recognitions:

In-School Activities: _____

Out-of-School Activities:

Teachers who know me well are:

1. _____ 2. _____ 3. _____

Short Answer Questions:

1. Tell about one of your most meaningful experiences or passions that you have in life. _____

2. What has been one of your most meaningful school related experiences? _____

3. What would you like to have accomplished within the next 10 years? _____

4. Have there been any extenuating circumstances during your high school career that has affected your academic performance? If so, please explain. _____

5. Hobbies: _____

6. Career Objectives: _____

7. Please list any colleges/universities you are interested in attending: _____
