

Request for Letter of Recommendation

Name:

Intended Major:

Are you applying via the Common Application?

IMPORTANT THINGS TO REMEMBER

- Allow at least two weeks for your teacher or counselor to complete this recommendation.
- Agree upon a date with your teacher for when the recommendation will be sent.
- Always make your request in person.
- Select a teacher that can write about your academic merits.
- Please remember to write a thank you note to your recommender.

Schools you are applying to:

Application deadline:

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1. List five words that describe you well. Tell me why.
2. List any experiences that have profoundly affected your life.
3. What are the personal qualities that make you stand out from the crowd?
4. What are your academic strengths? (writing, research, problem solving, etc.)?

5. Is your academic record an accurate reflection of your ability? What factors have contributed to your performance, positively or negatively?

6. Please list your work experiences (include leadership roles).

7. Please share anything else that might be helpful in preparing your recommendation.

Note: Feel free to attach your activities resume in place of this.

Arts/Athletics	9	10	11	12	Leadership, Honors, Awards

Community/Academic Activities/Services	9	10	11	12	Leadership, Honors, Awards

