



**William B. Travis Vanguard and Academy for the Academically Talented and Gifted**  
**Principal Recommendation Letter Request**  
**2024-2025**

This form assists Ms. Mercon in writing your recommendation. The more specific details you can give, the more thorough your recommendation will be. Type up your answers on a separate sheet and attach to this document.

Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Date: \_\_\_\_\_

Purpose for the recommendation: \_\_\_\_\_

Let me know if the recommendation is for a specific school/organization and if it should be addressed to anyone specific.

When do you need the recommendation letter? \_\_\_\_\_

Processing time: 6-10 school days from submission of the completed form with answers.

1. Use four words to describe yourself.
2. List your three most distinguishing or most admirable qualities. Explain each in several sentences.
3. School activities: list the activities in which you have participated, the number of years, and what you have gained or learned from each activity. Consider artistic, athletic, literary, community service, and leadership positions.
4. What do you consider your most important activities outside of school? List jobs, paid or voluntary; religious activities; hobbies; travel; music; art; and drama. Include the number of years of your involvement and the amount of time you spent on the activity weekly, and explain why this activity was significant to you.
5. In or out of school, which awards and honors have you received? Which elected offices have you held?
6. Describe the academic accomplishment (major paper, science experiment and/or artistic project) you are most proud of, and tell why you take pride in it.
7. What interests you?
8. What program do you intend to pursue in high school? What are your eventual college plans?
9. What else, if anything, do you think I should know?

Submit this form with your answers sheet in the main office. At that time you will also schedule with Ms. Villalpando an interview with Ms. Mercon. This interview will take place 3-5 days after submitting your application during advisory.