

Lebanon High School

Letter of Recommendation Request

Student Name: _____ Date: _____

Students must request a letter of recommendation **two weeks in advance**. This timeline is critical for a quality letter. This form should be completed by the student and presented to the person being asked to write the recommendation.

Purpose of this recommendation: College _____ Scholarship _____ Employment _____

Recommendation will be: Picked up by student _____ Mailed by the writer* _____

Complete Address*: _____

Post High School Plans

Attend a Community College (Name): _____

Attend a Technical School (Name): _____

Attend a Four-Year College (Name): _____

Join the Military (Branch): _____

Work Experience (include dates of employment and number of hours worked per week):

Community Service (include type, dates, and number of hours):

Answer the following questions. Your responses will assist the person writing the recommendation. Write in ink using your best writing skills or type your answers. Attach extra pages if needed.

1. List two or three of your extracurricular activities which you have found to be the most meaningful. Explain why each has been important to you.

2. Describe some of your educational, career, and personal goals.

3. List three of your distinguishing, most admirable qualities. Explain each with several sentences (Consider what personal assets you would like to have emphasized.)

4. What type of student are you? What academic settings or assignments make you thrive? What interests you most?

5. Please describe the single academic accomplishment (major paper, science project, experiment, artistic project, etc.) of which you are most proud. Why do you take special pride in it?

6. Is there anything unusual about your family/cultural background; shared interests and activities; travel; crises, etc. that has had a significant impact on your interests and concerns?

7. Which specific area or information would you like emphasized in the recommendation?

8. Which courses, that I teach, have you completed?

9. How long have I known you? _____

Please turn this request into the person you would like to write the recommendation.

