



## **Recommendation Request Form**

Name: \_\_\_\_\_

Letter of Recommendation needed by: \_\_\_\_\_

*Note: Please allow 10 work days for the preparation of your letter of recommendation.*

**Students: Complete the survey below to help your advisors/teachers compose your scholarship or college letter of recommendation. Please attach an updated resume to this form (if available), and, if necessary, provide an addressed and stamped envelope at the time of the request. CP will mail the recommendation form. *Feel free to include even the smallest details that may "set you apart" from other students.***

**If there is a *specific* recommendation form that is needed, please attach it to this form.**

**Indicate below if this is a *specific* recommendation form.**

\_\_\_\_\_ Yes (attached) \_\_\_\_\_ No

**My academic and career goals are:**

The **first words** that come to mind when I describe myself are:

List the 3 most **distinguishing** or most **admirable qualities** about yourself that sets you apart from other students. Describe each in a few sentences and think about the qualities that a teacher/advisor would use to describe you.

Describe & evaluate a **significant experience or achievement** that has had special meaning to you in your past volunteer/leadership work.

Explain a time or circumstance in which you have made an **impact on another person** (or people) and how this experience has affected you.

Describe your **accomplishments**, in or out of school, including things like leadership positions, competitions, major papers/assignments/presentations, science experiments, artistic projects, awards & honors.

What do you consider your most important **priorities** and **passions** outside of school? List jobs (paid or voluntary), sports, religious activities, hobbies, travel, music, art, drama, etc. Include the number of years of your involvement and/or the amount of time you spend on the activity.

Which activity was/is **most important** to you? Why?

**Anything else** you would like us to know: