



# REQUEST FOR LETTER OF RECOMMENDATION

**\*REQUESTS ARE TO BE MADE AT LEAST 2 WEEKS PRIOR TO THE DEADLINE DATE\***

**STUDENT NAME:** \_\_\_\_\_ **STUDENT ID #:** \_\_\_\_\_

**TODAYS DATE:** \_\_\_\_\_ **DEADLINE DATE:** \_\_\_\_\_

## **ADMISSION/AWARD INFORMATION**

The recommendation letter should be sent to:

1. Uploaded electronically to \_\_\_\_\_
2. Emailed to: \_\_\_\_\_
3. Mailed to the following address:

\_\_\_\_\_  
*College/Institution Name*

\_\_\_\_\_  
*Name of Individual Person (if applicable)*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State & Zip*

## **STUDENT QUESTIONNAIRE**

**1. University or Scholarship Name:** \_\_\_\_\_

**2. Qualifications/Selection Criteria:** \_\_\_\_\_

### **3. Academics**

a. Weighted GPA: \_\_\_\_\_ b. Unweighted GPA: \_\_\_\_\_ c. Class Rank: \_\_\_\_\_ d. Class Size: \_\_\_\_\_

e. Honors Classes: \_\_\_\_\_

f. AP Classes: \_\_\_\_\_

### **4. Test Scores**

a. ACT: English \_\_\_\_\_ Math \_\_\_\_\_ Reading \_\_\_\_\_ Science \_\_\_\_\_ Writing \_\_\_\_\_ Composite \_\_\_\_\_

b. SAT: Critical Reasoning \_\_\_\_\_ Math \_\_\_\_\_ Writing \_\_\_\_\_

**5. Academic Honors and Awards** (include dates received): \_\_\_\_\_

**6. Community Service:** List all out-of-school community service activities and hours completed

| Year  | Hours | Description of Service |
|-------|-------|------------------------|
| _____ | _____ | _____                  |
| _____ | _____ | _____                  |
| _____ | _____ | _____                  |
| _____ | _____ | _____                  |

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**7. Extracurricular Activities:** List all out-of-school activities

| Year  | Description of Activity |
|-------|-------------------------|
| <hr/> | <hr/>                   |
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**8. Work Experience:** List all work experience you have had

| Year  | Description of Work |
|-------|---------------------|
| <hr/> | <hr/>               |
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**9. What is your intended college major/area of interest? What are your career plans/dreams?**

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**10. Describe the single academic accomplishment of which you are the proudest and why.**

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**11. List 5 adjectives that describe your academic and/or personal strengths. Be specific. How do you demonstrate these qualities?**

- a.

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- b.

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- c.

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- d.

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- e.

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**12. Describe a non-academic accomplishment and explain why you are proud of that accomplishment. Please include a detailed account of your participation, what compelled you to remain committed to that project/activity, what you learned, and the personal reward attributed to the accomplishment.**

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**13. What is something unique, quirky, or interesting about yourself that would make your letter of recommendation memorable to the person reviewing it?**

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