

REQUEST FOR RECOMMENDATION

SPRINGFIELD HIGH SCHOOL
875 N 7th Street
Springfield, OR 97477

This form should be filled in by the student and then presented to the person(s) being asked to write the recommendation. An activities chart or resume should accompany this form. The person writing the recommendation needs AT LEAST TWO WEEKS ADVANCE NOTICE.

Student Name : _____ Cumulative GPA: _____

Purpose of the Recommendation (check all that apply): College _____ Scholarship _____
Employment _____ Other: _____

Recommendation will be: _____ Picked up by student
_____ PDF to the student
_____ Online submission
_____ Mailed by person writing recommendation (student
must include stamped and addressed envelope)

Student Information: Your response to the following will assist the person writing your recommendation. Type or write your information/answers using your best writing skills.

- 1) School and community activities. (on attached resume or activities chart)
- 2) Describe your strengths. (academic, social, personal, skills, qualities....)
- 3) Describe one or two experiences that have contributed to your intellectual/academic development in high school.
- 4) What makes you unique? What makes you stand out above the rest?
- 5) What are your college/academic/educational goals?
- 6) What are your career/professional goals?
- 7) List 3 adjectives that best describe you and why.
- 8) How would your teachers or other professionals describe you?