Letter of Recommendation Request

Student Name: _____
Email: _____

I am requesting this letter for:
☐General Recommendation (college, scholarship, etc.)
☐Other: _____

I need this letter by: ____/____/____
(Allow at least 2 weeks for completion of request)

Upon completion please:
☐Submit online at: _____
☐Return paper copy to student
☐Mail in enclosed envelope (addressed and stamped)

Academics
Weighted GPA: _____ Class Rank: _____/_____
SAT Composite: _____ ACT Composite: _____

Academic Awards or Honors

Recognition	Year

Community Service
Please **attach to this form** a detailed list of your community service experience, describing where, when, amount of time, and what you did. Do not just list the number of hours you've completed, because our goal is to "tell a story" in your recommendation letter of who you are as a student and person. Please describe *specific* efforts and initiatives you've participated in (new student orientation, book/food drives, *specific* service projects, etc.).

Extracurricular
List activity, years participated, and any special honors.

Work Experience

Where? What did you do? How long did you work there?

Future Plans

What do you hope to do after high school? (college, trade school, military, etc.) What do you hope to study or pursue?

What are your career goals?

More About You

List three words that describe you.

What do you consider your strengths to be?

What special interests, talents, or hobbies do you have?

Any special circumstances or challenges that have impacted your education that you would like to share?

Any other information you feel that it would be helpful for your recommender to know?