

Date Needed: _____
(Please allow up to 14 days)

LETTER OF RECOMMENDATION REQUEST

Student Name: _____ **Date:** _____

Instructions to student: Please provide this form along with an activities resume and a copy of your transcript to your recommender.

Instructions to Writer of Letter of Recommendation:

College or Scholarship Name: _____

Qualifications/Selection Criteria: _____

How should this letter be submitted: _____

List any special interests, hobbies, or talents:

What do you consider your strengths as a person and as a student?

Is there a specific theme, event or quality that you have highlighted in your application that you would like this letter to reinforce, if so, please describe and feel free to include a copy of any essay you have written for this application:

Please share any other information that would be helpful, such as obstacles you have overcome or challenges you have experienced:

Additional Information:

Instructions: If you have a resumé please attach it to this request. If you do not have a resumé please complete the additional information below.

List academic awards or honors and when you received them:

<u>Year</u>	<u>Award/Honor</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Community Service: List your in-school and out-of-school community service and total hours of service.

<u>Year</u>	<u>Description of Activity</u>	<u>Positions Held and Awards</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Extracurricular: List your in-school and out-of-school activities and years of participation (clubs, sports, theatre, etc.).

<u>Year</u>	<u>Description of Activity</u>	<u>Positions Held and Awards</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

About You:

List any work experience, travel experience, or exceptional educational experience you have had and when:

<u>Year</u>	<u>Description of Experience</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____