

Letter of Recommendation Request Form

Full Name: _____ Grade: _____

Address: _____ Email or Phone: _____

GPA: _____ ACT Scores: Composite _____ English _____ Math _____ Reading _____ Science _____

Please answer the questions below as thoroughly as possible. A detailed description will help your letter of recommendation be more personal. If you need more room, attach a separate sheet of paper.

State the purpose of this letter. (If you are using this letter for a particular scholarship, college admissions, or employment opportunity, what are some specific topics you would like me to pay particular attention to in this letter?) _____

College Major(s): _____

Describe your educational goals / Interests: _____

Describe your career goals / Interests: _____

Describe any honors or awards you have received and how you earned them: _____

Describe any clubs or organizations you have been a part of, both in and out of school. Include when and how long you were involved and **what** you did _____

Describe and leadership positions you have held, both in and out of school. Include when and how long you were involved, and **what** you did: _____

Describe any community service you performed, how long you were involved, and what you did:

Describe any special interests, skills, or hobbies you have: (include why something became of interest to you or how you became involved in a particular hobby.)_____

What is the biggest obstacle you have had to overcome in your life and what you have learned as a result?

What do you see as your strengths and why would someone want to have you at their college or business?

What has been the most beneficial educational experience in high school and how will you apply it to your future life experiences? -----

(Use the space below or attach additional pages, if necessary. Keep a copy of this information to supply to everyone from whom you are asking for a letter of recommendation)