

Date Needed: _____

LETTER OF RECOMMENDATION REQUEST

Student Name: _____ Date: _____

***Instructions to student:** Fill out this form to evaluate your strengths and involvement in school and extracurricular activities. Please allow seven working days from the dated filed to complete letter.*

Instructions to Writer of Letter of Recommendation:

College or Scholarship Name: _____

Qualifications/Selection Criteria: _____

DEADLINE: _____

Academics:

GPA: _____ Class Rank: _____ in a class of: _____

Admission Test Scores: SAT: _____ ACT: _____

Intended College Major(s): _____

Long Range Career Plans/Goals: _____

Advanced Coursework: (Honors, AP Courses)

<u>Year</u>	<u>Course</u>	<u>Year</u>	<u>Course</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List academic awards or honors and when you received them:

_____	_____
_____	_____
_____	_____
_____	_____

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

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

PLEASE FILL OUT ADDITIONAL INFORMATION ON BACK

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>
_____	_____
_____	_____
_____	_____
_____	_____

List any special interests, hobbies, or talents:

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

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