

Request for Letter of Recommendation

Give this form to the person writing your recommendation letter at least 10 school days before you need it!

Name _____	Date _____
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This recommendation will be used for: Scholarships College/University Employment

What are your plans for the next school year? <input type="checkbox"/> Community College <input type="checkbox"/> University <input type="checkbox"/> Military <input type="checkbox"/> Work <input type="checkbox"/> Other: _____
What is your intended major? _____
What is your occupational goal? _____
Father's occupation _____ Mother's occupation _____
Number of brothers & sisters _____ at home _____ in college _____

What do you feel has been your most outstanding activity or accomplishment at school or in the community in the past four years? Why?

What do you believe to be your best quality? Why?

Please list six adjectives that describe you.

What are your strengths? In what areas would you like to improve?

Are there any unusual academic or personal circumstances that would help in understanding you better? (e.g. obstacles overcome, financial hardships, illness, family situation)

Please describe honors or awards you have received, your involvement with your school and community, and your employment history. If you need more space, attach an additional sheet. As an alternative, you may provide all this information through a resume (a sample format is attached).

Honors and Awards

Please list honors and awards you have received and briefly explain their significance.

<i>Honor/Award</i>	<i>Significance</i>	<i>Circle grade/s in which received</i>
		9 10 11 12
		9 10 11 12
		9 10 11 12
		9 10 11 12

School Involvement

Please list school-related activities in which you have participated, such as school clubs, extra-curricular activities, sports, and leadership positions.

<i>Activity</i>	<i>Position Held</i>	<i>Circle grade/s in which involved</i>
		9 10 11 12
		9 10 11 12
		9 10 11 12
		9 10 11 12

Community Involvement

Please list volunteer activities and/or your (unpaid) role in community service organizations. For routine volunteer activities, specify hours per month; for one-time or occasional participation, specify total hours.

<i>Organization</i>	<i>Role</i>	<i>Hours</i>		<i>Circle grade/s in which involved</i>
		<i>per month</i>	<i>OR total</i>	
				9 10 11 12
				9 10 11 12
				9 10 11 12
				9 10 11 12

Employment

Beginning with your present or most recent job, list your employment history.

<i>Employer</i>	<i>Position</i>	<i>Hours per month</i>	<i>Dates of employment</i>