REQUEST FOR LETTER OF RECOMMENDATION

STUDENT NAME _____ **PHONE** _____

EMAIL _____

I am requesting a letter:
- ☐ to include with a college application
- ☐ to include with a scholarship application
- ☐ to place in my scholarship portfolio
- ☐ (other) _____

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

Upon completion, please:
- ☐ return to student (please provide _____ copies)
- ☐ mail in enclosed envelope (addressed and stamped)

……

Instructions to the Student: To better evaluate you, fill out this form with your information to assist the person from whom you are requesting a recommendation letter. You may attach additional information to this form. ***Always remember to thank your recommender in writing!*** He/she will take the time and effort to create this letter, so it is important that you take the time to show your appreciation.

Instructions to the Recommender: The best letters of recommendation bring a student to life by sharing specific examples or stories, instead of just summarizing the resume. This form is only to spark ideas about the student.

……

ACADEMICS

Weighted GPA _____ SAT Composite _____

Class Rank _____/_____ ACT Composite _____

Intended College Major(s) _____

Long Range Career Plans _____

……

WHAT MAKES YOU UNIQUE?

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

_____

_____

_____

_____

What special interests do you have? Hobbies? Talents?

_____

_____

_____

_____

Are there any special circumstances in your life that may have impacted your education (i.e., family issues, deaths, financial challenges, etc.)? Remember, you are more than your transcript, and admissions advisors are human beings who like to know the human side of you!

_____

_____

_____

_____

……

DISTINCTIONS THAT SET YOU APART!

Academic Awards or Honors	Year

Community Service (in-school and out-of-school activities) and hours of service	Year(s)

Extracurricular (clubs, sports, community, church, etc.) - Description	Year(s)

Work Experience – Employer, your job, and hours/week	Year(s)

……

ANY OTHER INFORMATION YOU THINK IS IMPORTANT FOR YOUR RECOMMENDER TO KNOW?

_____

_____

_____

PARENTS – BRAG ABOUT YOUR CHILD!

PARENTS and GUARDIANS: You have unique knowledge and insights about your son/daughter that may be helpful to us when writing letters of recommendation. Please provide any information you wish; it is optional and you should not feel compelled to answer every question. While colleges and employers do not consider recommendations from parents during the application process, we welcome your unique input that may improve our letter about your child.

Colleges and employers frequently ask for several words that best describe an applicant. What words would you choose to describe your son/daughter?

In what area(s) has your child shown the most development or growth in the last four years?

In your opinion, what is the one characteristic that defines your child?

What are one or two things that you can say about your child that he/she won't say?

Are there any challenges that might have affected your child's educational experience?