

Letter of Recommendation Request

Student Name: _____

Email: _____

I am requesting this letter for:

General Recommendation (college, scholarship, etc.)

Other: _____

I need this letter by: ____/____/____

(Allow at least 2 weeks for completion of request)

Upon completion please:

Submit online at: _____

Return paper copy to student

Mail in enclosed envelope (addressed and stamped)



Academics

Weighted GPA: _____

Class Rank: ____/____

SAT Composite: _____

ACT Composite: _____

Academic Awards or Honors

Recognition

Year

Recognition	Year

Community Service

Where? What did you do? How many hours? When?

Extracurricular

List activity, years participated, and any special honors.

Work Experience

Where? What did you do? How long did you work there?

Future Plans

What do you hope to do after high school? (college, trade school, military, etc.) What do you hope to study or pursue?

What are your career goals?

More About You

List three words that describe you.

What do you consider your strengths to be?

What special interests, talents, or hobbies do you have?

Any special circumstances or challenges that have impacted your education that you would like to share?

Any other information you feel that it would be helpful for your recommender to know?
