

Letter of Recommendation Request Form

Students, please complete this form in its entirety. Give your recommender(s) a minimum of two weeks prior to any deadlines. Print legibly.

Student Name _____

Date of Request: _____ Date Needed: _____

List the staff member(s) that you will be asking to write a letter on your behalf:

(Feel free to attach a separate resume or activities resume if you need more space than provided.)

In order of importance to you (highest to lowest), list your:

School Activities	9 th	10 th	11 th	12 th	Leadership / Awards/ Accomplishments

Community/ Service Activities	9 th	10 th	11 th	12 th	Leadership / Awards/ Accomplishments

Employment	From	To	Recognition/ Comments

What activity has meant the most to you, and why?

Please list any additional hobbies or interests. How do you spend your free time?

Describe a challenge you have faced in your life. How has this experience impacted you?

List 5 adjectives you feel describe you (or that your friends would use to describe you). Explain why you have chosen each of these adjectives. If possible, give a specific example of an event or experience that would illustrate each adjective.

1. _____
2. _____
3. _____
4. _____
5. _____

Describe your academic strengths. Is your academic record an accurate reflection of your ability? If not, please explain.

Please finish this sentence: "When looking back at my high school record, I am most proud of..."

What events, experiences and people in your life so far have had the greatest influence on your growth and thinking--- on making you the person you are now?

Discuss an academic interest or passion. What have you done in class and outside of class to pursue this interest?

Why are you applying to these particular colleges? (Be specific if something stands out that influenced your decision to apply.)

College Name	Reason

What are your thoughts on an intended major, career pathway, or area of interest you would like to pursue in college and beyond?

What three things would you like the College Admissions Committee to know about you?

Please give an example of a time or situation in which you demonstrated strong character and maturity.

Rate yourself on the following qualities:

	Below Average	Average	Above Average	Excellent	Outstanding
Academic Motivation					
Self-discipline					
Leadership					
Self-confidence					
Warmth of personality					
Sense of Humor					
Concern for others					
Energy					
Emotional Maturity					
Personal Initiative					
Reaction to Setbacks					
Respect by Faculty					

IF you have disclosed any particularly personal information about yourself, medical or financial issues, or family, please have a parent or guardian sign and date this form to indicate they give their permission for me to reference it in your letter, at your request.

Parent/Guardian Signature

Date

Optional - Parent letter

Consider inviting a parent or guardian to provide a letter to your recommender too. Parent letters frequently provide insights that can help your writers improve your letter. Parents- please don't give an account of your child's activities. Do tell us how your child has managed high school, and how she/he has handled tough times as well as good times. What would you like colleges to know about your son/daughter? What are you most proud of in your child? What is special about him or her?