

Letter of Recommendation Request Form

We want to help you with the college and scholarship process by writing the best letter possible for you. The more details and information we have, the better letter we can create for you!

Please fill out this form and share it with your counselor and/or teachers at least 2 weeks before you need your letter.

Personal Section:

Name: _____ Today's Date: _____

Email: _____

Date you need letter of recommendation returned to you (allow a minimum of 2 weeks):

Possible College Applying To:	Possible Majors:

1. What career do you want to pursue and WHY?
2. What subjects do you enjoy most and WHY?
3. How do you spend your free time? Vacations? What do you do for fun and relaxation?

4. Strengths & Weaknesses: List 5 adjectives that describe your strengths & 2 that describe your weaknesses

Strengths:	Examples:
1.	
2.	
3.	
4.	
5.	
Weaknesses:	Examples:

5. Briefly describe an experience that has had the greatest impact on your life:

6. What has challenged you the most in school and how have you managed to overcome this challenge?

7. Tell me something unique about you or your circumstance that sets you apart from your peers (give examples and anecdotal information):

2. Community Service - List any volunteer work you have done

Agency	School Year	What did you do?	Skills acquired

3. Special Awards & Nominations - List any honors or nominations received, both in and out of school

Award	School Year	Description

4. Employment - List any paid employment you have held throughout high school

Employer	Dates	Job Title	What did you do? Skills acquired?

5. What co-curricular or extracurricular activity has been the most meaningful to you and why?