Letter of Recommendation Request Form

\*To help your recommender (counselor or teacher) write a more detailed recommendation letter for you, please answer the following questions and return them to your chosen recommender(s). Please give your recommender a minimum of a two-week notice (earlier if possible).

**Name** Click here to enter text.

**Date Requested** Click here to enter a date. **Date Needed** Click here to enter a date.

**Purpose:**

 [ ]  Scholarship

 [ ]  Post-Secondary Institution

**How do you want your letter of recommendation submitted?**

Returned to you.

[ ] Mailed to this address: Click here to enter text.

[ ] Emailed to this address: Click here to enter text.

[ ] Faxed to the following #: Click here to enter text.

**To help us to personalize your letter, please complete the attached ACTIVITIES RESUME. In addition please address the following:**

1. List 3 adjectives that best describe you:

 Click here to enter text. Click here to enter text. Click here to enter text.

1. List 3 adjectives that your friends use to describe you (ask them):

 Click here to enter text. Click here to enter text. Click here to enter text.

1. What is your expected college major? Click here to enter text.
2. Describe your career goals. Click here to enter text.

**ACTIVITIES RESUME**

**Name:** Click here to enter text.

**Home Address: Click here to enter text.**

**Phone Number**: Click here to enter text.

**School Activities (clubs, sports, etc.):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Grade(s) in which you participated in the activity** | **# of Hours per Week** | **# of Weeks per Year** |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |

**Awards & Honors:**

|  |  |  |
| --- | --- | --- |
| **Name of Award** | **Type of Award** | **Year(s) Awarded** |
|  | [ ] Athletic [ ]  Academic | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |
|  | [ ] Athletic [ ]  Academic | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |
|  | [ ] Athletic [ ]  Academic | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |
|  | [ ] Athletic [ ]  Academic | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |

**Leadership Positions:**

|  |  |
| --- | --- |
| **Position** | **Grade(s)** |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |

**Community Service:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Grade(s) in which you participated in the activity** | **# of Hours per Week** | **# of Weeks per Year** |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |
|  | [ ]  9 [ ]  10 [ ]  11 [ ]  12 |  |  |

**Work Experience:**

|  |  |
| --- | --- |
| **Job** | **Dates** |
|  |  |
|  |  |
|  |  |

**Hobbies and Interests**

**Click here to enter text.**

**Other: (things you would like a person writing a recommendation to know about you.)**

**Click here to enter text.**