

REQUEST FOR: LETTER OF RECOMMENDATION

NAME _____

Date _____

Fill out this form completely and accurately if you wish to receive a letter of recommendation for college admission or scholarships. Turn in ***at least two weeks*** before the due date(s).

List the colleges or scholarships to which you are applying and their deadlines. (For scholarships, please provide a description of the scholarship specifications/qualifications.)

What is your intended major? _____

What is your career goal? _____

Is your high school academic record an accurate measure of your ability and potential? If not, what circumstances, if any, have interfered with your academic performance?

Are there any unusual circumstances in your life that you have had to overcome (e.g. financial problems, family illness, language barriers or any other situations)?

List three teachers or staff members who know you well:

What hobbies/leisure activities do you pursue?

What special talents do you have?

EXTRA-CURRICULAR ACTIVITIES AND AWARDS

*List activities you have participated in and any awards you have received.
Please indicate (in parentheses) the grade level for each activity/award.*

CLUBS:

SPORTS (include grade level for each):

LEADERSHIP:

AWARDS:

JOBS:

VOLUNTEER WORK:

ANY ADDITIONAL INFO YOU WISH TO SHARE?