

Letter of Recommendation Request Form

Please allow 3 weeks for letters of recommendation!! The information you provide on this form will allow your recommender to write a personalized recommendation letter for you. Please ask staff members who know you well enough to write a good letter!

Student Name: _____ **ID#** _____ **Personal email:** _____

Name of University/Scholarship for which you need this letter of rec: _____

Date Recommendation is needed: _____ **Anticipated College major:** _____

Please list your top college choice(s): _____

Is there anything specific you would like your recommender to mention in your letter? _____

What 3 adjectives would you use to describe yourself and why? _____

What do you hope to accomplish in life and why? _____

What are your greatest strengths as a person? As a student? _____

What 3 adjectives would you use to describe yourself and why? _____

What type of courses interest you and why? _____

Did either of your parents graduate college in USA? _____

What makes you unique? _____

Discuss an event in your life that has had a significant impact on you and your life _____

What are you passionate about outside of the classroom and why? _____

Do you have any after-school obligations, family responsibilities, or other circumstances that may have impacted your academics? _____

Extracurriculars	Name	School years participated	Hours/Weeks	Position & Responsibilities
Volunteering				
Community Service				
Clubs				
Employment				
Honors & Awards				