

# REQUEST FOR LETTER OF RECOMMENDATION

Student's Name \_\_\_\_\_ Homeroom # \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for agreeing to write a letter of recommendation for me to the following colleges and/or universities for admission or scholarship consideration. I have completed the information on the back of this form that may be helpful to you.

I plan on including your Letter of Recommendation in my application to the following:

Name of College/University	Name of College/University	Name of College/University
Address of College/University	Address of College/University	Address of College/University
Date you want letter mailed	Date you want letter mailed	Date you want letter mailed

**STUDENT: Please attach the Letter of Recommendation and check one of the following options:**

\_\_\_\_\_ Please give the letter(s) to my guidance counselor to be included with my application(s) and/or transcript(s).  
 My guidance counselor is (*check one*):  Mr. Hlavacik  Mrs. Loser

\_\_\_\_\_ Please put the letter(s) in the enclosed stamped envelope(s) and mail.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SUBMIT THIS FORM TO YOUR TEACHER  
AT LEAST 2 WEEKS PRIOR  
 TO THE MAIL DATE YOU REQUESTED ABOVE**

**STUDENTS:** Please complete the following if they relate to you and if you want this information included in your Letter of Recommendation.

**I am currently considering the following career:** \_\_\_\_\_

**I am considering majoring in** \_\_\_\_\_ **or I am undecided** \_\_\_\_\_

**My cumulative G.P.A.:** \_\_\_\_\_ **and rank:** \_\_\_\_\_.

- 1. What academic courses and/or projects have really gotten you involved? How and why?**
- 2. What academic awards have you received (e.g., certificates, plaques, etc.)?**
- 3. What school offices or leadership positions have you held (e.g., student council, class officer, etc.)?**
- 4. List any recognition received for extracurricular activities.**
- 5. What community service projects have you participated in (e.g., volunteer work in hospitals or nursing homes, clean-up campaigns, literacy projects, habitat, etc.)? Which ones have been most meaningful and why?**
- 6. What jobs have you held? For how long? What has been your most meaningful achievement at work?**
- 7. List 3 adjectives describing your greatest strengths.**
- 8. Note any additional unique qualities or significant personal circumstances or difficulties you have faced during high school and the possible effects on your academic record?**