

# 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
Target date you're requesting letter to be mailed	Target date you're requesting letter to be mailed	Target date you're requesting letter to be mailed

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

\_\_\_\_\_ Please give the letter(s) to Mrs. Phillips to be included with my application(s) and/or transcript(s). I have provided an envelope and postage to the Guidance Office.

\_\_\_\_\_ 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**

## Self-Assessment for Letters of Recommendation

Students: Please complete the following information for the best possible recommendation letter and return to Mrs. Phillips in the Guidance Office. Be sure to make copies other recommenders (i.e., coach, mentor, boss, etc.).

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Career Goal(s): \_\_\_\_\_ Current Proposed Major: \_\_\_\_\_

### ACADEMICS

1. What are your strongest academic areas? \_\_\_\_\_
2. Describe the academic accomplishments you are most proud of: \_\_\_\_\_  
\_\_\_\_\_
3. Have you received any academic awards? Please list here.  
\_\_\_\_\_
4. List three of your most admirable qualities and how you demonstrate them.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Which book has influenced you the most and why?  
Title: \_\_\_\_\_ Why: \_\_\_\_\_  
\_\_\_\_\_

### EXTRACURRICULAR/EMPLOYMENT

1. Which extracurricular activities are you most involved in?  

<i>Activity Name</i>	<i>Years Involved</i>	<i>Leadership Role</i>	<i>Honors</i>
_____	_____	_____	_____
_____	_____	_____	_____
2. What kinds of community service have you participated in and which is the most meaningful?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What job or jobs have you held and how long have you worked in each?  
\_\_\_\_\_  
\_\_\_\_\_
4. What have you achieved in these positions that show your initiative or motivation?  
\_\_\_\_\_  
\_\_\_\_\_
5. Please add any unique qualities or significant personal experiences you have faced in school.  
\_\_\_\_\_  
\_\_\_\_\_