

# Letter of Recommendation Request Form

Your Name: \_\_\_\_\_

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

Grade: \_\_\_\_\_ G.P.A. \_\_\_\_\_ Class Rank: \_\_\_\_\_

Date Recommendation is Due: \_\_\_\_\_  
(Put at least 2 days before it must be sent)

Type of Recommendation Requested: \_\_\_\_\_ Academic \_\_\_\_\_ Athletic \_\_\_\_\_ Music  
\_\_\_\_\_ College Entrance \_\_\_\_\_ Other

Name of scholarship/organization/school the letter is intended for:  
\_\_\_\_\_

Action required:

- a. \_\_\_\_\_ send letter after written to : \_\_\_\_\_  
\_\_\_\_\_
- b. \_\_\_\_\_ return to student
- c. \_\_\_\_\_ other (explain):

Rate yourself on a scale from 1 to 5 (1=needs improvement; 5=excellent) on these items. If you are unsure, think about how your teachers might rate you:

- a. \_\_\_\_\_ participation in classroom discussion
- b. \_\_\_\_\_ involvement in class activities
- c. \_\_\_\_\_ pursuit of independent study
- d. \_\_\_\_\_ consistent performance
- d. \_\_\_\_\_ critical and questioning thinker
- e. \_\_\_\_\_ depth of understanding
- f. \_\_\_\_\_ personal responsibility
- g. \_\_\_\_\_ consideration of others
- h. \_\_\_\_\_ desire to be of service
- i. \_\_\_\_\_ seeks extra help when needed
- j. \_\_\_\_\_ warmth of personality
- k. \_\_\_\_\_ evidence of leadership abilities
- l. \_\_\_\_\_ respected by peers
- m. \_\_\_\_\_ takes pride in work
- n. \_\_\_\_\_ enthusiastic learner

List and explain any unique or outstanding information that should be considered in this recommendation:

Explain any special circumstances regarding your family, college choice, or the financing of your education that should be considered:

Is your high school record an accurate measure of your ability and potential? Why or why not?

Please list the activities you have participated in during High School and any leadership roles you have held.

Honors/Awards received:

Community involvement:

Interests/hobbies:

Are you employed? \_\_\_\_\_ Where? \_\_\_\_\_ Hours per week:

What is your education and/or career objective?

Any additional information: