

REQUESTING A LETTER OF RECOMMENDATION

Date of Request: _____

1. Your name: _____
2. Date recommendation is due: _____
(Put date at least 2 days before it must be sent)
3. Action required:
 - a. ___ send letter after written to: (address or email _____)
 - b. ___ return to student
 - c. ___ return to Counseling Office
 - d. ___ other (explain)
4. Type of recommendation requested:
___ Academic ___ Athletic ___ Music ___ College Entrance ___ Other
5. 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
 - e. ___ critical and questioning thinker
 - f. ___ depth of understanding
 - g. ___ personal responsibility
 - h. ___ consideration of others
 - i. ___ desire to be of service
 - j. ___ seeks extra help when needed
 - k. ___ warmth of personality
 - l. ___ evidence of leadership abilities
 - m. ___ respected by peers
 - n. ___ takes pride in work
 - o. ___ enthusiastic learning
6. Explain any special circumstances regarding your family, college choice, or the financing of your education that should be considered:
7. List and explain any unique or outstanding information that should be considered in this recommendation:

