



Letter of Recommendation Request

To help your recommender(s) write a more detailed recommendation letter for you, please answer the following questions and return them to your chosen recommender(s). **It is required to give your recommender a minimum of a two-week notice.**

Student Name: _____ ID#: _____

Student's E-mail _____ Student Phone#: _____

Recommender Name: _____ (name of teacher, counselor, or administrator)

Date Requested: _____ Date Needed: _____

Purpose of Recommendation Letter:

Scholarship: _____

Post-Secondary Institution: _____

Other: _____

Addressee: _____ (name of person the letter will be addressed to)

Please complete the following areas that apply to you:

Academic honors/awards/recognition you have received:

Extracurricular, sports, and leadership activities/roles (include grade level): _____

Work experience (employment dates and hours per week): _____

Volunteer experience (dates and hours volunteered, what you have done, and the level of involvement):

Intended major or area of study: _____

Statement about career goals and schools you are considering:

What do you see yourself doing in five years, ten years? _____

List four qualities and/or phrases that describe you and explain why:

Describe your relationship with your peers. How would your peers describe you?:

Other relevant personal information or special circumstances:

- Family background, Parents'/Guardians' educational level, your position in the family, number of siblings, Number of siblings in college, Adopted, living with grandparents or other family members, Disabilities/illness/death or any other special circumstances.

Obstacles you have had to overcome: _____

Financial consideration (parents unemployed, retired, divorced, etc...):

Any additional information you would like to share: _____

REQUIRED: GIVE YOUR RECOMMENDER A MINIMUM OF A TWO-WEEK NOTICE.