



RECOMMENDATION REQUEST FORM



... Allow a teacher, counselor, or administrator a *minimum of 2 weeks* to complete a reference letter ...

STUDENT REQUESTING LETTER _____

DATE REQUESTING _____

DATE REQUIRED _____

IDENTIFY THE PURPOSE OF THIS REFERENCE:

- EMPLOYMENT
- COLLEGE APPLICATION (LIST INTENDED MAJOR BELOW)

- SCHOLARSHIP
- GENERAL LETTER OF REFERENCE

LIST FOUR WORDS THAT DESCRIBE YOU:

GPA
(4.0 WEIGHTED SCALE):

CLASS RANK

_____ OF _____

LIST THE NAMES OF THE COLLEGES, SCHOLARSHIPS, EMPLOYER TO WHICH THIS LETTER SHOULD BE ADDRESSED

CLUBS/SPORTS/EXTRACURRICULAR INVOLVEMENT

LEADERSHIP EXPERIENCE

COMMUNITY SERVICE/VOLUNTEER PROJECTS

AWARDS/RECOGNITION

WORK EXPERIENCE (LIST DATES & EMPLOYER)

CHURCH/RELIGIOUS INVOLVEMENT

EXTRACURRICULAR OR SIGNIFICANT EXPERIENCES

WHAT ARE SOME EXTRACURRICULAR, COMMUNITY SERVICE, LEADERSHIP, OR OTHER SIGNIFICANT EXPERIENCES THAT YOU ARE INVOLVED IN THAT YOU WOULD LIKE MENTIONED IN YOUR LETTER? ANYTHING THAT IS POSITIVE AND MAKES YOU STAND APART FROM OTHERS IS VALUABLE.
