

Letter of Recommendation Request Form

Students: Some of the people you are asking for recommendations may not know you very well – this form will provide them with valuable information about you. Fill in the information and then give a copy of this completed form to the recommending person **at least two weeks before the deadline.**

Student's Name: _____ Today's Date: _____

Phone: _____ Grade: _____ Date letter is to be completed by: _____

College(s) to which I am applying:

Are you applying via the Common App? Yes _____ No _____

Awards/Scholarships for which I am applying:

List extra-curricular activities and grades of participation: (Example: Soccer 10, 11, 12)

List your community/volunteer activities and grade/year. Example: Church Youth Group 9, 10, 11, 12

List any awards or honors you've received, or leadership positions you've served in, and which grade:

List work experiences, travel experiences, or unique educational experiences you've had, and when:

List your interests and hobbies:

What do you consider to be some of your strengths as a person and student?

The 3 qualities I like best about myself are:

The accomplishments I am most proud of are:

I think a college should admit me before other students with similar GPA's and test scores because:

What are your academic and career goals?

What is the single most important thing that you want the college to know about you?

Are there any unusual "extenuating circumstances" or other information that your counselor should be aware of and include in the letter of recommendation?
