# Letters of Recommendation Request Form

**STUDENT NAME:** Click or tap here to enter text. **DATE:** Click or tap here to enter text.

*Students should have a certain amount of input into their letters of recommendation. When requesting a letter, this completed sheet is* ***REQUIRED****. Allow at least two weeks for all letters.*

**Please respond to the following questions and return to your recommender.**

Recommendation Deadline: Click or tap here to enter text.

1. Intended Major: Click or tap here to enter text.

2. State the purpose of the recommendation (admissions, scholarship, etc.)

Click or tap here to enter text. College Admissions Click or tap here to enter text. Scholarship

Other:Click or tap here to enter text.

3. If using recommendation for College Admissions identify the college(s) you need the letter for below:

1. Click or tap here to enter text. d. Click or tap here to enter text.
2. Click or tap here to enter text. e. Click or tap here to enter text.
3. Click or tap here to enter text. f. Click or tap here to enter text.

**\*\*\*if you are using the common application, please notify your teachers/counselors in advance to expect an email asking to submit their recommendation electronically.**

4. List five adjectives that describe you as a person.

Click or tap here to enter text.

5. How have you grown personally and/or academically?

Click or tap here to enter text.

6. List the extracurricular activities that you have participated in.

Click or tap here to enter text.

7. List any athletic involvement.

Click or tap here to enter text.

8. List any volunteer work that you have done.

Click or tap here to enter text.

9. List any work experience.

Click or tap here to enter text.

10. List any honors and/or awards you have received throughout high school, or something you are personally proud of.

Click or tap here to enter text.

11. Describe the activity that was most meaningful to you.

Click or tap here to enter text.

12. Are there any circumstances in your life that might have had an impact on your academic performance?

Click or tap here to enter text.

**(Please feel free to attach additional sheets ie. Resume) Revised 5/16**