

Recommendation Request Form

Student's Name _____ Date Requested _____

Note: It is reasonable to expect that a counselor/teacher will need about 2 weeks to complete a recommendation form or write a letter.

Students: Please give your counselor/teacher a stamped envelope addressed to school/scholarship to which you are applying.

<u>Schools/Scholarship to which you are applying</u>	<u>Send letter by: (Date)</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Awards, Honors (athletic, academic, etc.)

1 = Freshman Yr., 2 = Sophomore Yr.
3 = Junior Yr., 4 = Senior Yr.

1. _____	1 2 3 4
2. _____	1 2 3 4
3. _____	1 2 3 4
4. _____	1 2 3 4
5. _____	1 2 3 4

Extra-Curricular Activities

1. _____	1 2 3 4
2. _____	1 2 3 4
3. _____	1 2 3 4
4. _____	1 2 3 4
5. _____	1 2 3 4

JOB EXPERIENCE

Community Service/Volunteer Work (*Describe job, what you did, approximate hours per work*).

_____	1 2 3 4
_____	1 2 3 4

Paid Employment (*Employer, your position, approximate hours per week*).

_____	1 2 3 4
_____	1 2 3 4

1. Describe your college/career plans:

2. The Three Qualities you like best about yourself are.....

1. _____

2. _____

3. _____

3. The accomplishments that you are most proud of are.....

1. _____

2. _____

3. _____

4. The out-of-school activity that has been most rewarding to you is.....

Because _____

5. Use this space to tell about an event that affected you in some way. It could have affected you in varied ways....socially, physically, emotionally, or spiritually. Whatever you choose to tell, it should give me better insight into you as a person.

6. If there is something special or unique about you which you would like to have mentioned in the letter, please explain.
