

Letter of Recommendation Request Form

We want to help you with the college and scholarship process by writing the best letter possible for you. The more details and information we have, the better the letter we can create for you!

Please fill out this form and share it with your counselor and/or your teachers ***at least 2 weeks*** before you need your letter.

Personal Section:

Name:

Email:

Today's Date:

Date you need letter of recommendation returned to you (allow a minimum of 2 weeks):

Possible College Applying To:

Possible Majors:

1. What career do you want to pursue and why?

2. Strengths & Weaknesses: List 5 adjectives that describe your strengths & 2 that describe your weaknesses

Strengths:	Examples:
1.	
2.	
3.	
4.	
5.	
Weaknesses:	Examples:
1.	
2.	

3. Briefly describe an experience that has had the greatest impact on your life:

4. What has challenged you most in school and how have you managed or overcome this challenge?

5. What subjects do you enjoy most and why?

6. Tell me something unique about you or your circumstance that sets you apart from your peers:

7. Do you speak more than one language? Y/N If yes, what language(s)_____

8. Are you one of the first in your family to go to college? _____ Do you have siblings? _____

Activities Section:

1. Extra-Curricular – List activities in which you have participated, i.e. athletics, academics, clubs, scouts, 4-H, youth groups, etc.

Activity/Group Name	Position Held	School Year

2. Community Service – List any volunteer work you have done.

Agency	What did you do?	School Year

3. Special Awards & Nominations – List any honors or nominations received, both in and out of school

Award	School Year	Description

4. Employment—List any paid employment you have held throughout high school.

Employer	Job Title	What did you do?	Dates