

Request for Letter of Recommendation

Name: _____

Rank: _____ Out of: _____ ACT Composite: _____ SAT: _____

GPA: _____ Intended College Major: _____

*****To teachers:** If you would like a copy of this student's transcript to assist in writing the letter of recommendation, please contact their assigned counselor.

Make Sure to Attach the Following

- * **Stamped, Addressed Envelopes**
- * **Any Personal Statement (if completed)**

Important Things to Remember

- Allow at least **TWO WEEKS** for your teacher to complete this recommendation.
- Agree upon **A DATE** with your teacher for when the recommendation will be sent:
- Always **MAKE YOUR REQUEST IN PERSON.**
- Select a teacher that can write about **YOUR ACADEMIC MERITS.**
- Please follow this **SAME PROCESS FOR COUNSELORS** who will write a letter.
- Please remember to write **THANK YOU NOTES** to your teachers.

Send date

This application is being requested for the following purpose (i.e. college application, scholarship application....be specific):

1. List five words that describe you well. Tell us why.

2. List any experiences that have profoundly affected your life.

3. What are the personal qualities that make you stand out from the crowd?

4. What are your academic strengths? (writing, research, problem solving, etc.)?

5. Is your academic record an accurate reflection of your ability? Yes/No _____

What factors (personal, family, social, academic) have contributed to your performance, positively or negatively?

6. Please list your work experiences (include leadership roles).

7. Please share anything else that might be helpful in preparing your recommendation.

Note: Feel free to attach your activities resume in place of this.

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