

REQUEST FOR LETTER OF RECOMMENDATION

Name _____

Date due _____

This letter is for (please check all that apply) _____ College _____ Scholarship

Please list the name(s) of the Institution / Scholarship requesting a letter of recommendation?

On a separate sheet of paper please answer the following questions for your recommender to consider:

1. What two adjectives best describe you? Give one example of why one of those words came to mind.
2. Are there any special circumstances, living situations, or relevant family aspects that have had a significant impact on your personal or academic life?
3. What do you consider some of your greatest strengths and how did you come to realize them?
4. What extracurricular activities have you been involved in? What achievements have you accomplished? Describe the ones that are most meaningful to you?
5. Why is a college education important to you? What are some of your long term academic goals and what do you intend to study?
6. Have you had any experience in a leadership position? If so, what did you learn from the experience?
7. Have you served your community or had any volunteer experiences? If so, which of these was the most memorable or meaningful and why?
8. Are there any challenges you have faced and overcome that you would want someone to know? Be sure to include what you learned from the experience.
9. Please include any additional information you would like to share.