

Request for Letter(s) of Recommendation

Student Name: _____ ID #: _____ Date Requested: _____

Teacher Name: _____ Subject taken: _____ Date Due: _____

Colleges / Scholarships you are applying to:

_____	_____
_____	_____
_____	_____
_____	_____

On a separate piece of paper please answer the following questions and submit with your request. The more time and insight you can give us, the more thorough your recommendation will be. This form will also help you with the entire college process, especially preparing for interviews and writing college essays.

1. My academic accomplishments in this subject. What I gained from your class, including class work, outside reading or research, term papers, projects, independent study.
2. My personal development and growth in your class and after:
3. A specific highlight from the class - memorable topic, essay, presentation, project:
4. Describe the single academic accomplishment (major paper, science project or experiment, artistic project) of which you are most proud and tell why you take special pride in it.
5. School Activities: List the activities you have participated in, the number of years, the amount of time, and what you have gained or learned from the activity. Consider artistic, athletics, literary, community service, and leadership positions.
6. Most Important Activities Outside of School: Include jobs, paid or voluntary, religious activities, hobbies, travel, music, art, and drama. Include the number of years involved, amount of time weekly, and why this activity is significant to you. Be Specific!
7. What book(s) have had the greatest impact on you? Why?
8. Is there anything unusual about your family - cultural background, shared interests and activities, travel, size, crises, language spoken in the home, etc. - that has had a significant impact on your own interests, concerns, learning?
9. Is there anything else we should know to understand you more fully as a person and a learner?
10. What are your goals, what do you hope to accomplish in college and after? Consider careers and broader goals.