

Letter of Recommendation Request  
Student Information – type of print legibly

This information is required so that school staff members who will be writing letters of recommendation for you will be able to do so in the best and most complete way possible. Please complete all sections of this form in as comprehensive a manner as you are able.

When you have completed this form, make copies to give to each person from whom you are requesting a letter of recommendation.

**Make sure this request is given to the person at least 2 weeks, preferably 3 weeks, before the recommendation is due to arrive at its destination.**

PERSONAL DATA SECTION

Student's full legal name: \_\_\_\_\_ Date: \_\_\_\_\_

Graduation year: \_\_\_\_\_ Date letter is needed: \_\_\_\_\_

**Test Scores:**

SAT Verbal: \_\_\_\_\_ Math: \_\_\_\_\_ Writing: \_\_\_\_\_

ACT Verbal: \_\_\_\_\_ Math: \_\_\_\_\_ Writing: \_\_\_\_\_

Purpose of recommendation: \_\_\_\_\_

What colleges are you considering? \_\_\_\_\_

What subjects are you considering for your college major? \_\_\_\_\_

What vocation or career are you considering? \_\_\_\_\_

What experience have you had in this area? \_\_\_\_\_

What are your best subjects? \_\_\_\_\_

What are your worst subjects? \_\_\_\_\_

What are your hobbies or special interests? \_\_\_\_\_

List five words that you would use to describe yourself? \_\_\_\_\_

What special talents do you possess (music, sports, etc.)? \_\_\_\_\_

Which high school teacher(s) know you best? \_\_\_\_\_

Write a statement about what you consider to be your strengths and/or uniqueness. Be specific. \_\_\_\_\_

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**ACTIVITIES AND AWARDS SECTION**

Please list and detail all **school activities** in which you have participated:

Grade: \_\_\_\_\_ Activity: \_\_\_\_\_

Grade: \_\_\_\_\_ Activity: \_\_\_\_\_

Grade: \_\_\_\_\_ Activity: \_\_\_\_\_

Grade: \_\_\_\_\_ Activity: \_\_\_\_\_

Please list and detail all **sports** in which you have participated:

Grade: \_\_\_\_\_ Sport: \_\_\_\_\_

Grade: \_\_\_\_\_ Sport: \_\_\_\_\_

Grade: \_\_\_\_\_ Sport: \_\_\_\_\_

Grade: \_\_\_\_\_ Sport: \_\_\_\_\_

Please list and detail all **out-of-school activities** (Girl Scouts, church volunteer work, tutoring, community service, etc.) in which you have participated:

Grade: \_\_\_\_\_ Activity: \_\_\_\_\_

Grade: \_\_\_\_\_ Activity: \_\_\_\_\_

Grade: \_\_\_\_\_ Activity: \_\_\_\_\_

Grade: \_\_\_\_\_ Activity: \_\_\_\_\_

Please list and detail **any significant travel experiences** you have had:

Grade: \_\_\_\_\_ Travel areas: \_\_\_\_\_

Grade: \_\_\_\_\_ Travel areas: \_\_\_\_\_

Please list and detail **work experience** you have had, including paid work, days, hours, etc.:

Grade: \_\_\_\_\_ Job details: \_\_\_\_\_

Grade: \_\_\_\_\_ Job details: \_\_\_\_\_

Please list and detail all **awards and/or honors** you have had no matter how small you feel they are:

Grade: \_\_\_\_\_ Award / Honor: \_\_\_\_\_

Grade: \_\_\_\_\_ Award / Honor: \_\_\_\_\_

Grade: \_\_\_\_\_ Award / Honor: \_\_\_\_\_

Grade: \_\_\_\_\_ Award / Honor: \_\_\_\_\_

Please add any additional information that may be helpful in writing this recommendation for you. \_\_\_\_\_

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