

Request Form for Letters of Recommendation

- Please fill out this form completely and accurately to assist your teacher, employer, community member, etc., before requesting a letter of recommendation from them. The information that you provide on this form will allow them to write an appropriate recommendation for you.
- Complete this form as soon as possible and give it to whomever you have asked to complete a Letter of Recommendation.
- Allow at least one week for all letters to be written.

Student Name: _____ Date: _____

Student ID #: _____

Describe your college/career plans.

Describe your attitude, character and level of independence.

List advanced courses which you have completed or in which you are currently enrolled (i.e. AP courses, honor courses, physics, etc).

_____	_____	_____
_____	_____	_____

List clubs, activities, sports, and/or student government participation (indicate grade levels and offices held).

_____	_____	_____
_____	_____	_____

Request Form Continued:

Describe your strengths and weaknesses.

Describe work or volunteer experiences you have had.

List any award and/or honors you have received.

_____	_____	_____
_____	_____	_____

Cite any experiences you have had that demonstrate:

- Innovation and creativity

- Leadership experiences/activities

- Motivation and interest

- Unique competencies or expertise
