

Date \_\_\_\_\_

### Letter of Recommendation Request Form

The information you share on this form will help your guidance counselor and/or teacher write a letter of recommendation. A letter of recommendation is an important part of any college scholarship or employment application. Be thoughtful honest and thorough in your answers to the following questions. The quality of your recommendation letter will reflect your efforts.

Student name \_\_\_\_\_

Shop \_\_\_\_\_

What is your cumulative Grade Point average (GPA)?

What is your class rank?

When do you need this letter of recommendation (one week would be helpful to write a quality letter)?

What do you need this letter for?

College, Scholarship, Employment, Other \_\_\_\_\_

Name three adjectives that describe you?

How would a friend describe you?

What criteria or requirements for the scholarship should be addressed in the letter? Are there areas you would like emphasized?

Please list:

Civic Involvement

Community Service

Extracurricular Activities

School Activities

Work Experience

What are your educational goals? What is your intended major?

What are your career goals?

Are there any circumstances in your life that may have had a negative impact on your academic performance? If yes, please explain. Would you like this included in the letter?

Is there anything else you would like added to your letter that was not mentioned?

