

REQUEST FOR A LETTER OF RECOMMENDATION

Student's Name _____ Date Needed: _____

Reference is for: College Admission, Scholarship Application or Employment Opportunity

Who would you like the letter addressed to: Dear Admissions Counselor, Dear Scholarship

Committee, or _____

Describe 5 of your best personal characteristics: _____

List the athletics you have been involved with in High School: _____

List the clubs you have been involved with in High School: _____

List any elected or leadership positions you have held: _____

Total community service hours during high school: _____

Community service projects you have been involved with: _____

Summer Camps you have participated in: _____

Any other activities not listed you have been involved in: _____

If this is for college admissions do you know what you want major in: _____

Did you work while in high school? If yes, for who and how many years: _____

Unweighted GPA _____ Weighted GPA _____ SAT Score _____ ACT Score _____

Any other comments you think would be helpful for the letter: _____
