

Letter of Recommendation Request

I. Section One- Recommendation Information

Name _____

I need this letter for (circle one) admissions scholarship other (please explain)

Name of the
college/university/scholarship/organization _____

Date you are submitting the recommendation request _____

Date you need the recommendation letter _____ (note: please allow at least two weeks)

When the letter is completed (please circle): return to me mail the letter e-submit the letter
other

Address (mail or electronic) to be sent to:

II. Section Two- Academic Background

Please describe your proudest achievement in school. Give specific details on the achievement and indicate why you were proud of this particular accomplishment. The most specific you are, the better the letter will be!

Describe your leadership in the classroom. How do you display characteristics that set you apart from your peers? Be specific! Just answering "hard work" or "tried my best" will not make for an interesting letter.

What are your future plans? Please include short and long term goals, what you plan to study/college major, your ideal career, etc.

III. Section Three- Co-Curricular Information

Please list any co-curricular activities in which you have been actively involved during high school.

Describe the leadership roles you have had in co-curricular activities. Please indicate how you were selected for the leadership role (peer election, nomination, appointment by adviser)

Describe your leadership characteristics. Give SPECIFIC examples of leadership such as new initiatives for the club, working with fellow club members, specific tasks you accomplished. Explain how you LED and not just participated in the activity.

IV. Other information

Please indicate any other information you would like included. Community service, employment, groups outside school, scouting, awards, etc.

Is there anything unique about you that you would like to share?