

## Student Information

Name: \_\_\_\_\_

ID #: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_



## Letter of Recommendation Request

### Getting Started

Letters of recommendation are important for job references, college admission decisions and scholarships. Tips to ensure a strong letter of recommendation:

- Schedule an appointment to ask the individual to write a letter of recommendation for you.
- Provide the writer with plenty of advanced notice, and allow 10 – 14 days for completion.
- DO NOT leave the request in their mailbox or drop it off on their desk; make personal contact with the individual.
- At the time of the appointment, give specific dates and directions on what to do with the completed recommendation forms.
- Ask someone who knows you well. Some colleges/universities request letters from specific subject area teachers.
- Write a brief “thank you” note to the person who writes a letter of recommendation.



For more information please contact:

### Central High School Counseling Department

Central High School  
550 Warrior Way \* Grand Junction, CO 81504  
<http://chs.mesa.k12.co.us/>

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### Include the Following with Your Request

1. An **updated Resume** including:

*Year      Office or Position  
Awards and Honors  
Extracurricular and Co-Curricular Activities  
Work Experience  
Volunteer Experience  
Special Activities or Hobbies*

2. Provide a manila folder to store recommendation forms.
3. By email (preferred) or on a separate sheet of paper, answer the questions on the inside of this form. Use careful thought, depth and detail.
4. Include other recommendation forms if provided by the college/employer.

Special talents

## Short Answer Questions

By email (preferred) or on a separate sheet of paper please respond to the following questions. **The more depth and detail you use the better the writer can represent you to the higher education institution or employer of your choice.**

What is the topic of your college essay? Why?

What are your academic goals?

What are your career goals (or areas of vocational interest)?

Which college is your first choice? Why?

How will you “fit “ at the college(s)/university(ies) you have chosen?

What have you done to learn about the college/university for which you are applying for admission?

What are your personal strengths? Please give examples, include hobbies, athletics, clubs, your personality, volunteer work, service etc..

What is your biggest area of weakness and how have you worked on overcoming it?

What areas would you like me to focus on in your letter of recommendation?

Have you done anything this past summer to prepare yourself for the future?

What and why was it significant to you?

Give examples that describe your:

Capacity for intellectual growth, academic potential curiosity  
Initiative, self-motivation, responsibility  
Leadership potential  
Originality and creativity

I have shown my leadership talents by:

The accomplishment I am most proud of is:

Are there any extenuating circumstances that I should be aware of (hardships, personal obstacles), if so please explain them?

Qualities you like best about yourself are:

Qualities teachers like best about you are:

Qualities friends like best about you are:

Write about a significant experience you have had.