

Letter of Recommendation Request Form

Directions: Complete this form to assist the person writing a letter of recommendation for you. Fill out as much of this form that applies to you and submit it to the person (teacher, counselor, club advisor, staff member, coach, church official, etc.) you are asking to write the letter. Include everything you feel would be helpful based on the type of letter you are requesting. See "Purpose of Request" below. Submit this form in person or by email (email preferred due to campus closure at this time). Be sure to keep a copy of this completed form. You can use it as a template for each person you ask to write a letter of recommendation for you.

Student Name: _____

Counselor Name: _____

Purpose of Request (check one or more): ☐ Scholarship ☐ College ☐ Employment ☐ General

List your current GPA: _____

(If possible, attach a copy of your unofficial transcript printed from your Aeries account or Registrar's Office)

List classes taken through a specialized program, academy, and/or AP classes. Include any college courses you have taken:

List your intended career and/or course of study (college major) or other interests beyond high school:

If you are a senior and plan to further your education, list the universities, colleges, or trade schools, you plan to apply to:

List your clubs and activities in high school and/or outside of high school (church, scouts, performing arts, tutoring, internships, etc.):

List any leadership experiences in and/or outside of high school:

List your jobs held while in high school, including summer jobs (paid or unpaid):

List your community service and volunteer activities (list how often or if recurring activities):

List any awards received in high school and/or outside of high school (academic, athletic, clubs, etc.):

List what you believe are your three most distinguishing or admirable qualities:

List what you think is your single most academic accomplishment (essay, science project, experiment, or artistic project, etc.) and why you are most proud of it?

Describe your financial needs, if any (optional):

Add any other personal information you feel may be helpful for your letter of recommendation (family or cultural background, travel, languages you speak, etc.) (optional):

- Be sure to thank the person who writes you a recommendation letter
- Ask them to save your letter on their computer in case you need another recommendation letter
- Remember to notify the Career Center if you receive a scholarship so we can honor you at Senior Awards Night!