



Letter of Recommendation Form

Full Legal Name: _____ Student Cell Phone #: _____

Name you go by at school: _____ Email Address: _____

Counselor: _____ LMHS School ID : _____

Recommendation letter due date: _____ School/Scholarship that is requesting letter: _____

The role of your school counselors and teachers when writing recommendation letters for honors, awards, colleges and scholarship applications is to provide insight into who you have been on our campus and your contributions both as a student in the classroom as well as the school community as a whole. We need your help to describe a clear picture of what makes you particularly “you.” Please give us an honest evaluation of yourself by answering the following questions. Be specific, and brag when necessary! Provide **(typed, if possible)** copies for your counselor and every teacher you ask to write a letter on your behalf. The information you provide may be listed in your recommendation letter. **Please allow at least 2 weeks for a letter to be completed.**

1. What are your present career interests? Tell me why you are passionate about this field(s).

2. List 4 words that best describe you.

3. Are you involved in any clubs/groups/ organizations on or off campus? Please specify and describe your experience.

4. Are you involved in any sports on or off campus? Please specify and describe your experience.

5. Are you presently, or have you ever been employed? If so, where, for how long, and briefly describe your responsibilities.

6. Have you completed any community service? Please specify and describe your experience.

7. Have you completed any community service? Please specify and describe your experience.

8. Describe a time in your life when you took on a leadership role. What did you learn from this experience?

9. Are there any outside circumstances (illness, change in family status, etc...) or obstacles you have overcome that have influenced your academic performance or your high school experience? Do you have any unusual family responsibilities or commitments? If so, and you want to share, please tell us about it.

10. List, in order of importance to you, the honors, prizes, or awards you have received in high school. This includes academic and/or Club/ Sport organizations.

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- _____

11. What personal qualities do you feel have brought value or significance to your school or larger community that would distinguish you from other applicants and or appeal most to college and employers?

12. Is there anything about you, your grades, your scores, your activities, your home life, or your achievements you want me to convey to the college admissions officer in my recommendation letter that is not expressed elsewhere on your application?

13. In what ways have you evolved as a human being during your time in high school?

14. In the space below, please have a parent or loved one write about you from their unique perspective. What do they feel makes you who you are? They might comment on your strengths, weaknesses, and special qualities that we may not see at school. Have them start with three adjectives they would use to describe you.
