

# COLLEGE RECOMMENDATION REQUEST FORM

## Directions:

Please fill out the following form. You should be thoughtful about your answers.

When you are finished:

- 1) Delete this page of directions
- 2) Save the file as a PDF with the file name in this format

First initial, last name, “recommendation request”.

For example:               ehewitt recommendation request.pdf

- 3) Open the PDF and make sure the formatting looks correct and everything is able to be read.
- 4) Send it as an attachment in an email. You should also let the teachers know where they should send the letter or if they will be receiving a request via email from Naviance, the Coalition App, or a specific school. (Note that our spam filter often sends these emails to a junk folder. You should also email the teachers immediately after you actually request the recommendations from these websites, so that they know to check for them.)
- 5) Finally, you should provide a deadline for when the letter needs to be completed. Be considerate of the teachers’ time and make sure you give them plenty of time to prepare the recommendations. Do not request the letters a couple of days before they are due.

Name \_\_\_\_\_

Email \_\_\_\_\_

**RHS ACTIVITIES** List the 7 most important activities and the years you participated. And I mean you were active in doing something, not just that you signed up and never went!

	Activity	Sponsor	Years Active	What you did
1.				
2.				
3.				
4.				
5.				
6.				
7.				

**COMMUNITY/NON-RHS ACTIVITIES** - Religious organizations, Summer programs, volunteer work, etc.

	Activity	Years Active	What you did
1.			
2.			
3.			
4.			
5.			

**WORK EXPERIENCE**

	Employer	Position/Title	Hrs./Week	Length of employment
1.				
2.				
3.				

## **COLLEGE/CAREER GOALS AND ACADEMIC INTEREST**

Please list all colleges to which you are planning to apply.

What major/area of study are you considering for college (“undecided” is ok)?

What career(s) are you considering pursuing? If you have a sense of career, what appeals to you about that career? (Just give me a sense, no one will check to see if you changed your mind!)

Do you feel that your transcript accurately reflects your academic ability? If no, explain what factors or circumstances have interfered with your academic performance?

What do you think are your academic strengths?

## PERSONAL/SELF-EVALUATION

Choose a man and woman (real or fictional) who possesses qualities you admire, and explain why.

What special interests or hobbies do you pursue outside of school?

What personal experience, summer experience, school/work experience, or travel has been of significant importance to you, and why?

Is there any information you would like for me to emphasize or that you think I may not know about you that I should think about mentioning in the recommendation?

**Please choose five words from the list below that describe you. (highlight)**

accountable	conversant	forceful	open-minded	responsible
active	cooperative	goal-oriented	optimistic	responsive
adaptable	creative	helpful	organized	self-directed
adept	critical	honest	outgoing	self-reliant
aggressive	curious	humorous	patient	sense-of-humor
alert	decisive	imaginative	perceptive	sensitive
ambitious	dependable	implementer	persevering	serious
analytical	determined	improviser	personable	sincere
articulate	diplomatic	independent	persuasive	skilled
assertive	discerning	industrious	pleasant	sophisticated
attentive	disciplined	innovative	poised	spontaneous
broad-minded	discrete	instinctive	positive	stable
capable	economical	intelligent	practical	stimulating
charismatic	effective	intuitive	precise	strong
clever	efficient	knowledgeable	problem-solver	sympathetic
collaborative	empathetic	leader	productive	systematic
committed	energetic	logical	professional	tactful
communicative	enterprising	loyal	proficient	talented
competent	enthusiastic	mature	proven	team-member
concise	experienced	methodical	realistic	tenacious
confident	expert	mobile	reflective	tolerant
conscientious	expressive	motivated	reliable	understanding
consistent	extroverted	objective	resourceful	versatile
constructive	fair	observant	respected	vigorous
				warm

well-read

well-rounded

Provide an example how each of the five words from the list on the previous page applies to you.

**Read the statements and rate yourself using the scale below. (put an “x” in the appropriate box)**

(Be honest, it is not as if I do not know you! But I would like to know what you think.)

	Below Average	Average (mid 50%)	Good (Top 25%)	Excellent (top 10%)	Outstanding (Top 2-3%)
Ability to organize/use time					
Self-confidence					
Desire to learn new things					
Willingness to take risks					
Ability to get along with others					
Willingness to work hard					
Imagination/Creativity					
Ability to express self					
Sense of humor					
Concern for others					
Emotional maturity					
Reaction to setbacks					
Understanding new concepts					
Self-discipline					
Growth potential					
Leadership					
Energy					
Motivation					
Warmth of personality					
Personal initiative					
Respect accorded to faculty					