

REQUEST FOR A LETTER OF RECOMMENDATION

Many private colleges and some scholarship organizations require applicants to submit letters of recommendation from teachers or counselors. Some have specific forms to be used and others simply ask for a letter; it's important to determine what each college or scholarship organization requires.

We would be pleased to write a letter of recommendation for you, but need your help in doing so. Please complete this form with as much detail as possible, and return it to the teacher or guidance counselor in which you are requesting the letter of recommendation from. Please allow at least two weeks for this process to be completed. Remember that some people are asked to write many letters and won't be able to do a good job if not given enough time.

This form is available on the guidance website:

www.edgertonls.k12.oh.us ⇒ Jr./Sr. High ⇒ Guidance ⇒ College and Career Planning

I. PERSONAL INFORMATION

Name: _____ **Date submitted:** _____

Colleges/Universities/Scholarship organizations requesting a letter of recommendation:

1. _____
2. _____
3. _____
4. _____
5. _____

Please list two teachers who know you well and can provide input:

1. _____
2. _____

Which six adjectives best describe you (circle):

Hard working	Insightful	Goal oriented	Perfectionist	Enjoy learning
Competitive	Mature	Easygoing	Creative	Independent
Assertive	Tolerant	Optimistic	Strong leader	Compassionate
Generous	Organized	Motivated	Fun loving	Helpful
Good listener	Artistic	Determined	Sociable	Diligent
Good speaker	Strong willed	Philosophical	Outgoing	Other:

II. EXTRA-CURRICULAR AND COMMUNITY SERVICE INVOLVEMENT

EXTRACURRICULARS: (please list any clubs, teams, groups, organizations, etc. you have been involved in)

Activity	Description	Grade/Year

LEADERSHIP ROLES: (please list any leadership roles you have held)

Title/Office	Description	Grade/Year

COMMUNITY SERVICE: (please list any community service you have performed)

Activity	Description	Grade/Year

SPECIAL AWARDS/HONORS: (please list any special awards or honors recognitions you have received)

Award	Description	Grade/Year

WORK EXPERIENCE: (please list any work experience you have had)

Position	Description of duties	Grade/Year

III. QUESTIONNAIRE: Please answer at least 3 of the questions below

What are you planning to study in college? Why do you wish to pursue this major or career?

What are your favorite academic interests? Which courses have motivated you and why?

How have you impacted Edgerton High School?

Did either of your parents graduate from college or are you the first generation to attend college? Do you have siblings in college or who have attended college?

Of what are you most proud?

What was the most significant activity (club, sport, organization, community service activity, etc.) in which you were involved? What impact did this activity have on you? Why was this experience so important to you?

Why should an admissions evaluator select you over similarly qualified applicants?

Describe any unusual circumstances/challenges you have faced and the ways you have responded.

Will financial aid/scholarships be factors in your college decision?