

# Letter of Recommendation Request Form

**Instructions:**

- Complete this form as accurately as possible in order to supply the most appropriate and adequate information to prepare your recommendation for colleges, scholarships, or employment opportunities. ***Please allow 3 weeks for a letter to be written.***

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Cumulative GPA	ACT Scores	SAT Scores	AP Exams Taken and Scores

List advanced courses you are currently taking and those you have completed (i.e., AP, Honors courses, and college courses):

What high school courses/experiences have had the biggest impact on you and why?

How have you grown or changed since freshman year?

List colleges, scholarships, or employment to which you are applying:

Specifically describe your future college/career plans:

List clubs, sports, student leadership participation, and/or any extracurricular activities:

List any awards, certificates, special recognitions, and/or honors you have received, including those from school, community, extracurricular activities:

Describe community service activities and/or volunteer service activities and length of participation:

Describe work experience and/or current employment (if any):

Explain anything special or unique about you or your situation that you would like mentioned in your letter of recommendation.

Talk about an academic or personal obstacle that you have overcome in the last four years.

How did you overcome it?

What did you learn about yourself through this experience?

If you feel comfortable sharing, please describe any difficult challenges or circumstances that have impacted you while in high school.

Indicate any additional information that you want emphasized in your letter of recommendation

