

Letter of Recommendation Form

Written for

Written by

Fill out this form to help your teachers prepare effective letters of recommendation on your behalf. Please initiate your request with the same thought and care your teacher will exercise in fulfilling your request. An effective recommendation may take several days/week to complete. A teacher's time is very valuable; only ask if you truly need a recommendation. Your teachers are very busy. Don't forget to thank them for their efforts on your behalf!

*** Remember to supply your teacher with a stamped envelope addressed to the appropriate recipient!**

Please give or send letter to (the college, you, scholarship foundation, your counselor): **Due Date:**

Class Rank: / **GPA** **ACT** **SAT**

Proposed College Major:

Proposed Career Choice:

School-Related Extracurricular Activities (include years of participation: Ex: Jr/Sr):

Outside-of- School Activities or Volunteer Work (include years of participation - Ex: 4H - 5 years):

Awards, Honors, Recognitions, Leadership Roles Outside of School (be specific):

Interests, Hobbies, or Talents:

1. Check four or five qualities that best describe you:

- | | | | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|----------------------------------------|----------------------------------------|
| <input type="checkbox"/> creative | <input type="checkbox"/> scientific | <input type="checkbox"/> tolerant | <input type="checkbox"/> disciplined | <input type="checkbox"/> curious | <input type="checkbox"/> conscientious |
| <input type="checkbox"/> independent | <input type="checkbox"/> concerned | <input type="checkbox"/> confident | <input type="checkbox"/> motivated | <input type="checkbox"/> self-starting | <input type="checkbox"/> competitive |
| <input type="checkbox"/> persistent | <input type="checkbox"/> assertive | <input type="checkbox"/> industrious | <input type="checkbox"/> respectful | <input type="checkbox"/> intellectual | <input type="checkbox"/> enthusiastic |
| <input type="checkbox"/> resourceful | <input type="checkbox"/> responsible | <input type="checkbox"/> flexible | <input type="checkbox"/> friendly | <input type="checkbox"/> mature | <input type="checkbox"/> cooperative |
| <input type="checkbox"/> trustworthy | <input type="checkbox"/> articulate | | | | |

2. Choose two of the qualities you circled, and write about a situation that supports each of them.

3. What do you consider your strengths? Weaknesses?

4. Give an example of how you have distinguished yourself from other students, in or outside of the classroom.

5. What are your greatest academic, extra-curricular, or career aspirations?

6. What circumstances, if any, have interfered with your academic or extra-curricular performance? Are there any obstacles with which you are struggling or have overcome?

Please attach any additional information that might be helpful in writing your recommendation.

