

Request for College/Scholarship Recommendation Letter

To: _____

Requested by: _____

Date request submitted: _____ Date letter needed: _____ **(please allow at least 2 weeks)**

_____ Student will pick up the letter and mail it to the college/scholarship

_____ Please mail the recommendation letter directly to the college/scholarship. **(Student needs to provide a stamped, addressed envelope)**

Name of College/Scholarship: _____

Attention: _____

Address of College/Scholarship: _____

City, State & Zip Code: _____

Please use the attached form provided by the college/scholarship: YES OR NO

In order to write an accurate recommendation, listed below are my unique qualities, accomplishments and career goals. **I have also attached a copy of my transcript.**

1. My grade point average is: _____

2. My SAT/ACT test scores are: _____

3. My class ranking is: _____

4. I have taken/enrolled in the following honors and AP courses: _____

5. I have received the following awards: _____

6. I have participated in the following academic, sports and/or extracurricular activities (please include dates): _____

7. Leadership activities I have participated in include: _____

8. The course I have enjoyed the most in high school and why are _____

9. A description of the volunteer work I have participated in include (please include dates):

10. The job(s) I have had while in high school and any special training needed (for example, CPR training, first aid, etc): _____

11. I feel my greatest strengths are: _____

12. My plans for the future are: _____

13. I want to attend this college because: _____

14. My intended major will be: _____

15. Challenges I have had to overcome: _____

16. 3 words I would use to describe myself are: _____

17. Additional information: _____

