

Letter of Recommendation Form

THIS FORM IS TO BE COMPLETED BY YOU, THE STUDENT, AND GIVEN TO THE COUNSELOR OR TEACHER WITH WHOM YOU ARE REQUESTING A RECOMMENDATION. PLEASE KEEP THE ORIGINAL FOR YOURSELF AND SUBMIT A PHOTOCOPY TO YOUR COUNSELOR OR TEACHER UPON REQUESTING THE RECOMMENDATION.

ALL INFORMATION IS TO BE TYPE WRITTEN.

*PLEASE ALLOW 3 WEEKS MINIMUM FOR YOUR COUNSELOR OR TEACHER TO WRITE YOUR LETTER.

NAME: _____

DATE: _____

WHAT IS THIS RECOMMENDATION FOR? _____

WHEN DO YOU NEED THIS LETTER? _____

POST SECONDARY PLANS

____ 4-YEAR COLLEGE ____ 2-YEAR COLLEGE ____ MILITARY
____ EMPLOYMENT ____ CAREER AND TECHNICAL TRAINING

GPA / TEST SCORES:

SAT:

CRITICAL READING _____ MATH _____ WRITING _____ TOTAL = _____

ACT:

ENGLISH _____ READING _____ MATH _____ SCIENCE _____ COMPOSITE _____

GPA: _____ CLASS RANK: _____

LIST THE COLLEGES YOU ARE APPLYING TO IN ORDER OF PREFERENCE AND YOUR PROBABLE MAJOR FOR EACH:

1. _____ / _____ 4. _____ / _____
2. _____ / _____ 5. _____ / _____
3. _____ / _____ 6. _____ / _____

LIST THREE TEACHERS WHO KNOW YOU WELL:

1. _____ 2. _____ 3. _____

WHAT HONORS OR COLLEGE PREP CLASSES HAVE YOU TAKEN?

DO YOU HAVE BROTHERS OR SISTERS? _____ HOW MANY? _____ WHAT # ARE YOU? _____

ARE YOU THE FIRST TO GRADUATE FROM HIGH SCHOOL? _____ ARE YOU THE FIRST TO GO TO COLLEGE? _____

LIST FOUR ADJECTIVES THAT BEST DESCRIBES YOU AS A PERSON.

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

CERTAIN HIGH SCHOOL YEARS ARE TOUGHER THAN OTHERS. IN REVIEWING YOUR TRANSCRIPT, IS THERE ANYTHING YOU WOULD LIKE TO EXPLAIN TO A COLLEGE OR TECHNICAL/TRADE SCHOOL IN ORDER FOR THEM TO PUT YOUR GRADES IN AN APPROPRIATE CONTEXT? PLEASE EXPLAIN.

WHAT DO YOU SEE AS YOUR PRIMARY STRENGTH(S) AND HOW HAS IT HELPED YOU IN LIFE?

WHAT FIELD(S) OF STUDY DO YOU INTEND TO PURSUE AT COLLEGE, AND WHY ARE YOU CHOOSING THESE?

DO YOU POSSESS A SPECIAL TALENT OR QUALITY THAT I SHOULD KNOW ABOUT YOU WHEN I WRITE FOR YOU?

WHAT HOBBY OR ENDEAVOR ARE YOU PASSIONATE ABOUT? WHY?

WHAT EVENT OR ACTIVITY (POSITIVE OR NEGATIVE) HAS HAD THE MOST SIGNIFICANT IMPACT ON YOU IN YOUR LIFE AND SHAPED YOU AS A PERSON? WHY?

WHAT MAKES YOU A VALUABLE ASSEST TO THE COLLEGE(S) YOU ARE APPLYING TO? WHAT MAKES YOU STAND OUT FROM OTHER APPLICANTS?

ARE THERE ANY UNUSUAL OR PERSONAL CIRCUMSTANCES THAT HAVE AFFECTED YOUR EDUCATIONAL EXPERIENCES OR PERSONAL EXPERIENCES?

ARE THERE ANY OTHER AREAS YOU WOULD LIKE EMPHASIZED ON THE RECOMMENDATION?

STUDENT RESUME INFORMATION

ACADEMIC HONORS AND AWARDS: PLEASE LIST THE ACADEMIC HONORS YOU HAVE RECEIVED IN HIGH SCHOOL. INCLUDE AWARDS, PRIZES, MEDALS, CERTIFICATES, NOMINATIONS BY TEACHERS AND ACADEMIC LETTERS. PLEASE NOTE THE YEAR.

HONOR OR AWARD	YEAR(S)			
	9	10	11	12

IN SCHOOL ACTIVITIES: PLEASE LIST YOUR SCHOOL ACTIVITIES. THESE WOULD INCLUDE ATHLETICS, FINE ARTS, CLUBS, COMMUNITY SERVICE, ETC.

ACTIVITY	POSITION / ROLES	YEAR(S)			
		9	10	11	12

OUT OF SCHOOL ACTIVITIES: THIS WOULD INCLUDE VOLUNTEER OR COMMUNITY WORK, RELIGIOUS AND YOUTH GROUP, SERVICE CLUBS, SCOUTS, EMPLOYMENT, ETC.

ORGANIZATION	DESCRIPTION / RESPONSIBILITY	YEAR(S)			
		9	10	11	12

I GIVE PERMISSION FOR ANY INFORMATION I PROVIDE ON THIS FORM TO BE USED IN MY LETTER OF RECOMMENDATION.

STUDENT SIGNATURE: _____