

Parkview High School
Student Request for Letter of Recommendation

This form is designed to help us write an accurate, informed recommendation for you. Please take the time to fill it out and give it to the staff member when making your request for a letter. You may skip questions if you wish but the more information you provide, the more complete the letter will be. Give the writer two weeks notice or more.

Student Name: _____ Date: _____

Staff Member Name: _____ Deadline: _____

This letter should be:

- Mailed in the attached addressed, stamped envelope.
 - Given to Mrs. Holm.
 - Returned to the student in a sealed envelope.
 - Submitted electronically. I will or have already sent you a link.
 - Other: _____
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What is your career goal? What made you choose this path?

What schools are you applying to?

Describe any volunteer work you have done and what it meant to you.

Awards and Honors you have earned:

Clubs/Sports/Activities/Hobbies:

Leadership roles you have had:

List three words that best describe you.

What are your strengths and weaknesses?

What have you accomplished at Parkview that you are proud of?

Please describe any circumstances that may have impacted your academic performance or your extracurricular involvement in high school.

Is there anything that you would like the writer to consider highlighting in this letter?