

# College & Scholarship Recommendation Letter Request

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

(Neatly Print Full First and Last Name)



Date Submitted: \_\_\_\_\_ Date Requested for Recommendation Completion: \_\_\_\_\_

Cell or Home Phone: (     ) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_

Weighted GPA \_\_\_\_\_ Unweighted GPA \_\_\_\_\_

**Instructions:**

- ✓ **Minimum of 3 weeks Notice Required.** Submit this form at least 3 weeks in advance of any required submission date to allow sufficient time to write a recommendation letter.
- ✓ It is the **Student's Responsibility** to request an Official Transcript and provide it to their Guidance Counselor if required on the application.
- ✓ You do not need to provide a stamped envelope when submitting this information.

**A. Identify the College(s) you are applying to:**

**Does the college require a specific recommendation form? If they do, please attach.**

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|----------|-----------|
| A. _____ | Yes or No |
| B. _____ | Yes or No |
| C. _____ | Yes or No |
| D. _____ | Yes or No |

**B. Activities & Experience:**

**1) List any Clubs, Organizations or Student Activities:**

Activity Names:	Grade(s) Participated				Leadership Position and/or Special Accomplishment(s):	Grade(s) when Accomplished			
	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>		9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>

**2) Community Involvement:**

Community Activities:	Grade(s) Participated				Description of Involvement:	Hours per Week			
	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>		9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>

**3) Sports:**

Sports:	Grade(s) when Participated				Did you Letter? (Y or N)	Award, Honor or Special Recognition / Commendation:	Grade(s) when Recognized			
	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>			9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>

**4) Awards/Honors/Recognition:**

**5) Work Experience:**

- i. Do you currently work? Y or N If yes, who is your employer? \_\_\_\_\_  
How long have you worked there? \_\_\_\_\_ What are your duties? \_\_\_\_\_
- ii. Previous work experience:
  - 1. Employer: \_\_\_\_\_ Total time employed \_\_\_\_\_  
Job Duties: \_\_\_\_\_

**C. Enter the Armed Services (Again, please check each branch being considered):**

- Army
- Navy
- Air Force
- Marine Corps
- Coast Guard

Other: \_\_\_\_\_

**D. Self-Assessment: :**

<b>Rating (place an X)</b>	<b>Average</b>	<b>Above Average</b>	<b>Exceptional</b>	<b>One of the best in my class</b>
Motivation				
Participation				
Leadership				
Passion for this subject				
Organization				
Writing Skills				
Creativity				
Academic Integrity				

**E. What are your future goals after college or completion of your vocational training?**

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**F. Describe yourself as an individual. Include your strengths, weaknesses, your personal and academic attributes. Also include what you consider to be your greatest accomplishment in life thus far; what has given you the greatest sense of pride?**

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