

# LETTER OF RECOMMENDATION REQUEST FORM

1. Your Name: \_\_\_\_\_ Grade: \_\_\_\_\_
2. This reference is for a ( ) job, ( ) college application, ( ) scholarship, ( ) other \_\_\_\_\_
3. GPA: \_\_\_\_\_ RANK: \_\_\_\_\_ OF \_\_\_\_\_ ACT COMPOSITE: \_\_\_\_\_
4. To whom this letter needs to be addressed:  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Person or Office: \_\_\_\_\_
5. Your ultimate goal in life or as a result of this position/acceptance/scholarship:  
( ) Career Goal ( ) College Major ( ) Long-Range Goal ( ) Other \_\_\_\_\_ ( ) N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. If there are any other circumstances you'd like mentioned, please list below:  
(i.e. overcoming a hardship, financial difficulty, being able to work and achieve in school, family situation)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. List awards and honors you have earned  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ALL LETTER OF RECOMMENDATION REQUEST FORMS must have an attached activity sheet. Activity sheets should include: athletic, academic, arts, community service, social/leadership, other: (church, job...)

ALLOW THREE WEEKS FOR PROCESSING. WATCH YOUR DEADLINES!

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use ONLY:

Comments:

DATE SUBMITTED:

DATE COMPLETED: