



Milton High School

Letter of Recommendation Information Sheet



Please complete this form if you would like to request a letter of recommendation.

Name: _____

Grade: _____ Today's date: _____ Date letter is needed: _____

Purpose for Letter of Recommendation:

College Admission

Scholarship

Honor or Award

Employment

Other:

College you are planning on attending: _____

Is there a special form to complete? NO or YES → (If YES, include the form with this sheet.)

To whom should the letter be addressed (If applicable)? _____

Describe what you are applying for.

Example: A \$250 scholarship for good academic standing, community involvement and participation in school activities.

List activities you have participated in, the number of years, and what you gained or learned from each activity. Please include athletic, artistic, service, and leadership positions (include attachment if necessary).

Which activity was most important to you and why?

List the awards and honors you have received in or out of school. Include elected offices you have held.

Describe the academic accomplishment (major paper, science experiment, artistic project) you are most proud of and explain why you take pride in it.

Have you been employed while in High School? If so, where and what have you learned from it?

What do you hope to accomplish in college and after? Describe your personal and career goals.

List your three most distinguishing or most admirable qualities. Explain each in several sentences.

You may attach a list of activities, clubs, organizations, accomplishments, and school/community service projects to this form if needed.