



## Letter of Recommendation Request Form

Letters of recommendation are an integral part of the college admission process. The letters of recommendation you request from individuals should be written with a personal touch and meaningful insight to you as a student. In order to do these please take the time to respond to each question. You want your letters of recommendation to be strong and to show the readers of your recommendation letters the writer knows you as a student and as a person. Letters of recommendation are a strong part of your application. Give the person you are requesting a letter of recommendation from at least 2 weeks to complete the recommendation.

Student Name: \_\_\_\_\_ Date letter to be completed: \_\_\_\_\_

College (s) you are applying to: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Please write the letter specifically to the above college (s)

\_\_\_\_\_ Please write a generic letter ("To Whom it May Concern")

Attach this questionnaire with your resume and give it to the individuals you are requesting to write you a letter of recommendation

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What do you want to major in once in college?

What are three words that best describe you?

What would your parents say is your best attribute?

What would a teacher at SMHS say about you?

What have you gained from your community service?

Who is the most influential person in your life and why?

Describe a recent occasion when you reacted to disappointment or a setback?

What are the two best decisions you made recently?

Have you overcome any obstacles in your life? If so, what?