

# Request for Letter of Recommendation

Name: \_\_\_\_\_

ACT Composite: \_\_\_\_\_ SAT: \_\_\_\_\_

GPA: \_\_\_\_\_ Intended College Major: \_\_\_\_\_

## Make Sure to Attach the Following

- \* Transcript
- \* Senior Schedule
- \* Stamped, Addressed Envelopes
- \* Any Personal Statement (if completed)

## Important Things to Remember

- Allow at least **TWO WEEKS** for your teacher to complete this recommendation.
- Agree upon **A DATE** with your teacher for when the recommendation will be sent:
- Always **MAKE YOUR REQUEST IN PERSON**.
- Select a teacher that can write about **YOUR ACADEMIC MERITS**.
- Please remember to write **THANK YOU NOTES** to your teachers.

Send date

### Schools you are applying to:

---

---

---

---

---

### Application Deadline:

---

---

---

---

---

1. List five words that describe you well. Tell us why.

2. List any experiences that have profoundly affected your life.

3. What are the personal qualities that make you stand out from the crowd?

4. What are your academic strengths? (writing, research, problem solving, etc.)?

5. Is your academic record an accurate reflection of your ability? Yes/No \_\_\_\_\_  
 What factors (personal, family, social, academic) have contributed to your performance, positively or negatively?

6. Please list your work experiences (include leadership roles).

7. Please share anything else that might be helpful in preparing your recommendation.

8. Parents/Guardians: Please describe your student's best qualities.

**Note: Feel free to attach your activities resume in place of this.**

Arts and Athletics	9	10	11	12	Leadership, Honors, Awards, etc.

Community/Academic Activities/Services	9	10	11	12	Leadership, Honors, Awards, etc