

Request for Letter of Recommendation
(Allow 2 weeks for faculty to write this)

Name: _____

Recommendation for: _____
(Name of college or scholarship)

Date needed: _____

Method of delivery:

_____ Student will pick up from teacher and submit with transcript request.

_____ Teacher will mail directly to school. Student should supply the teacher with pre-addressed envelope and postage.

What are the most important qualities or background you want the college to know about you as a person?

List three adjectives you would use to describe yourself and explain at least one.

Briefly discuss leadership skills you possess, organizational skills you used in a project, or skills you possess that others have noted about you.

(OVER)

