

REQUEST FOR LETTER OF RECOMMENDATION

Name (print clearly) _____

Recommendation is for _____
(name of specific college or specific scholarship)

Date needed _____ SS # (optional) _____

Delivery: ___ Student will pick up
 ___ Teacher will mail in attached, addressed and stamped envelope
 ___ Teacher will deliver to Guidance

Privacy: ___ I need my letter in a sealed envelope. I waive my rights to view this letter.
 ___ I do not need a sealed envelope and do not waive my rights to view this letter.

What classes have you taken with me? Include dates and levels.

List three adjectives you would use to describe yourself.

List your personal characteristics and/or personality traits you would like included in this recommendation.

List your school and/or community activities you would like included in this recommendation. Please note any leadership roles (position and time spent in position).

What one item / story / trait do you hope I will stress in this letter of recommendation? What do you really want the college admissions office to know?

What do you intend to major in / what career are you considering? How have your personal experiences prepared you for this choice? (Use the reverse side if you need more space.)