

LETTER OF RECOMMENDATION REQUEST FORM – fill out in ink

Please bring this completed form to your counselor meeting at least three weeks prior to any deadlines.

Student's Name _____ **Phone Number** _____

Student's Email _____

School activities in which I have been involved include:

Group/Organization	Your role	Which grades were you involved?	What did you do?

Non-school activities in which I have been involved include:

Group/Organization	Your role	Which grades were you involved?	What did you do?

My hobbies/interests include:

Some of the awards or special recognitions I have received include:

Describe a special summer experience, job, or other experience that was of significant importance to you:

My proudest personal accomplishment is:

How will you contribute to your college campus/community?

What would you identify as your areas of strength and areas for growth?

What would you like highlighted in your letter of recommendation?

Other information that I would like to share with you so that you can make an accurate appraisal of me to the colleges and universities include:

I think my college major/area of interest will be:

OPTIONAL – My financial needs and/or hardships include:

College I am applying to:	College application deadline:

Please attach additional sheets with information as needed.