

## Letter of Recommendation Request Form

Full Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Email or Phone: \_\_\_\_\_

GPA: \_\_\_\_\_ ACT Scores: Composite \_\_\_\_\_ English \_\_\_\_\_ Math \_\_\_\_\_ Reading \_\_\_\_\_ Science \_\_\_\_\_

Please answer the questions below as thoroughly as possible. A detailed description will help your letter of recommendation be more personal. If you need more room, attach a separate sheet of paper.

State the purpose of this letter. (If you are using this letter for a particular scholarship, college admissions, or employment opportunity, what are some specific topics you would like me to pay particular attention to in this letter?) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

College Major(s): \_\_\_\_\_

Describe your educational goals / Interests: \_\_\_\_\_

Describe your career goals / Interests: \_\_\_\_\_

Describe any honors or awards you have received and how you earned them: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe any clubs or organizations you have been a part of, both in and out of school. Include when and how long you were involved and **what** you did \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe and leadership positions you have held, both in and out of school. Include when and how long you were involved, and **what** you did: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe any community service you performed, how long you were involved, and what you did:

\_\_\_\_\_  
\_\_\_\_\_

Describe any special interests, skills, or hobbies you have: (include why something became of interest to you or how you became involved in a particular hobby.)\_\_\_\_\_

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What is the biggest obstacle you have had to overcome in your life and what you have learned as a result?

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What do you see as your strengths and why would someone want to have you at their college or business?

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What has been the most beneficial educational experience in high school and how will you apply it to your future life experiences? \_\_\_\_\_

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(Use the space below or attach additional pages, if necessary. Keep a copy of this information to supply to everyone from whom you are asking for a letter of recommendation)