

REQUESTING A LETTER OF RECOMMENDATION

NAME:		DATE:	
-------	--	-------	--

What are your future goals?

What are your plans for after high school - training, work, education, etc.?

Please list your extracurricular activities including clubs, athletics, band, church involvement, hobbies, etc.

Please describe your service hour/volunteer activities during high school. Total service hours to date: _____

Describe yourself. Please include your strengths, personal characteristics, motivations, and any other information about you that sets you apart from others (short sentences and keywords are great!)

What are three words your friends, family, and others who know you well would use to describe you?

1. _____ 2. _____ 3. _____

Student Responsibilities and Tips:

- Fill out the request early
- Think of someone who knows you well
- Set a time to meet with the person to discuss your request. Do not leave it on a desk, mailbox, etc.
- Be sure to inform the teacher of any dates/ deadlines/etc. that they may need to know.
- Make yourself extra copies (or scan/store electronically) just in case you need an additional letter at a later date.