

# Letter of Recommendation Request Form

Person you are requesting letter from: \_\_\_\_\_

Student Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**IMPORTANT: Please give at least three weeks notice for letters of recommendation.**  
Attach a recent resume, activities record, personal profile, or anything else that will help write the BEST letter of recommendation.

## Please Complete all Sections:

**What is the letter of recommendation for?** *(check the following)*

\_\_\_ Scholarship

\_\_\_ Job Position

\_\_\_ Other: \_\_\_\_\_

\_\_\_ Admission Application

**Who should the letter be addressed to (name & address)?**

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

**When is the letter of recommendation due?**

\_\_\_\_\_

**When the letter is complete?** *(check only one)*

\_\_\_ Hold for me to pick-up. I will pick up on (date) \_\_\_\_\_

\_\_\_ Mail for me. Deadline is: \_\_\_\_\_

\_\_\_ Mail to me at my address.

\_\_\_ Other: \_\_\_\_\_

**Additional Information for Request(s):**

❖ Attach a copy of the scholarship/job announcement OR write out the criteria for selection

**FOR SENIORS ONLY:** If you are mailing the scholarship along with the letter(s) of recommendation, remember to make copies and keep them in a safe place.

## Student Information Worksheet

College and career plans:

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Personal and professional goals

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Three words that best describes you \_\_\_\_\_

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Most significant experiences in your life that helped shape who you are now

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Hurdles you have overcome (any barriers to achievement that you have faced, low income for several years, first generation college student, migrant family, etc)

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Individual accomplishments (academic and school related: give grade levels and offices held)

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Community activities (church, charity, community service)

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Employment experiences (include grade level)

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If employed, how many hours a week do/did you work? \_\_\_\_\_

Awards or honors you have received (during 9-12<sup>th</sup> grade) include the year

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If there is something special or unique about you which might interest others or help you get recognized

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Anyhting else that will help to make this letter as specific and as convincing as possible in describing you and your accomplishments

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