

Letter of Recommendation Request Form

Please ask staff **2 weeks** in advance for a letter of recommendation. Please try to complete as much of this form as possible or attach a resume.

Student Name: _____

Please check one box below:

Letter should be on school letterhead A form will be provided

Delivery of the letter:

Return to student Return to guidance Mailed to: *(list address below)*

Purpose of Letter: Please state if this letter is for a college admissions office, a scholarship (please list name of scholarship), or if you want a general letter of recommendation.

Please answer the following questions or attach a resume

What are your plans after high school? Where do you plan to attend college, and what do you want to study?

Please include any work experience, either paid or volunteer, while in high school.

Please provide a list of extracurricular activities and any special honors or awards you have received.

Please list any other items that need to be emphasized in this letter. (Academic ability, athletics, leadership) or any other information that would be helpful for this letter (hobbies, community involvement, other interests).

