

Student Name: _____

RECOMMENDATION LETTER REQUEST FORM

Today's Date: _____

Date Letter needed by: _____

Classes in which I taught you, the year, and your overall grade:

Schools you are Applying to:

Program Applying to:

→

→

→

→

What are some adjectives you would use to describe yourself? Briefly explain each.

When finished with the letter, I should...

- Submit to guidance
- Give to you in a sealed/signed envelope
- Send to specific individuals

What are two (or more) things you would like the person(s) receiving this letter to know about you?

List any work experience or extracurricular activities (sports, jobs, clubs)

Current GPA:

Intended Profession:

Awards and Honors (give dates):

Strengths and Weaknesses you try to Overcome:

What are your goals for college and the future? Consider careers and life goals.

Which courses have you enjoyed most? Why?

What positive factors (personal, family, summer experiences, teacher interactions) contributed to your academic performance/

Which courses have given you the most difficulty? Why?

What else should I know?