

## **STUDENT REQUEST FORM LETTER OF RECOMMENDATION**

(This will give information that may be included in a letter of recommendation.)

NAME \_\_\_\_\_

GRADE \_\_\_\_\_

1. List the school activities in which you have participated each year. Discuss their importance to you (whether you held an office or how much responsibility you had).

2. List any honors and awards you received either in or out of school (for example: athletic awards, academic honors or prizes, promotions on your job).

3. List any work experience you have had and tell how long you had each job. Tell why jobs or work-related experiences were important for you. Tell how much responsibility you had at each job.

4. List community activities in which you participated each year. Discuss their importance to you.

5. Describe any other experiences that you feel have contributed to your development.

6. Tell you career plans. Discuss the relationship between your plans and the college you seek.

7. What adjectives would you or your parents use to describe you?

8. Circle the factors to emphasize in your letter of recommendation. Explain why.

Attendance record

Honor roll

Community service

Athletics

Special abilities and talents

Special courses

Scholastic excellence

Grade improvements

Honors and awards

Work experience

School activities and offices held

Other \_\_\_\_\_

9. Add anything else that you think may be useful in writing your recommendation (all of your comments are important).