

Date Submitted: \_\_\_\_\_

Date Needed: \_\_\_\_\_

**Orestimba High School  
Requesting a Letter of Recommendation**

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

GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_ out of \_\_\_\_\_

Requesting Letter from: \_\_\_\_\_ Title: \_\_\_\_\_  
(Teacher, Coach, etc.)

*The following questions will be of great assistance to the person you are asking to write a letter of recommendation. Please allow at least two weeks for the person to complete the letter and be sure to thank the letter writer. You can type your answers in Word and attach it to this sheet.*

1. Are there any factors related to your grades that you would like colleges/scholarships to be aware of?
2. Are there any circumstances in your life that might have had a negative/positive impact on your academic performance?
3. What are your proudest accomplishments?
  - A. Academic
  - B. Personal
4. List five adjectives that describe you as a person.
5. Describe activities in which you participate in the community, school, civic organizations, church, etc. Include volunteer work. Please list where you participated, for how long, and types of activities. List any other extra-curricular activities (sports/clubs) and work experience you have.
  - A. Volunteer work:
  - B. Activities:
  - C. Work Experience:
6. List awards you have received in high school. Include both academic and nonacademic.
7. Describe your plans for college or future education and training.
8. Is there a broader context in which the school should consider the student's performance and involvements? Some examples of broader contexts include particularities of family situation or responsibilities, after-school work obligations, sibling childcare or other circumstances, either positive or negative.