

Request for Letter of Recommendation

Date needed by (please allow a minimum of 2 weeks) _____

Student's Name _____

Purpose of Letter: scholarship _____ college application _____ both _____

ACADEMIC INFORMATION

Present Cumulative GPA _____

College(s) or Career Schools you are considering: _____

Future Career Goals _____

List all activities (sports, clubs, band) you are involved in.

Activity/Club/Sport	How Were You Involved?	9 th	10 th	11 th	12 th

List academic honors and other awards (such as Honors Society, Evening of Excellence or sports awards)

Academic Honor or Award	9 th	10 th	11 th	12 th

List most significant community service or volunteer experience

Activity or Service	How Were You Involved?	9 th	10 th	11 th	12 th

NOTES: