LETTER OF RECOMMENDATION FORM

Place your cursor in the shaded area to type.

**STUDENT’S RESPONSIBILITIES:**
- Make sure the person you ask to write your letter knows you well.
- Make personal contact (appt) with the person; do not leave the request in a mailbox.
- Give the writer at least TWO WEEKS notice!

**WRITER’S RESPONSIBILITIES:**
- Please consider the following in your letter: scholastic ability, leadership qualities, cooperation, initiative, motivation, maturity, personality, integrity, and reaction to criticism.
- You may also wish to include: examples or anecdotes, reasons why the student is qualified, and your phone number or email address in case further information is needed.

STUDENT’S NAME:   GRADE:   DATE:

Letter to be addressed to (college, scholarship organization, etc):

1. FUTURE GOALS:

2. POST-SECONDARY PLANS:

3. AWARDS/HONORS:

4. SPECIAL INTERESTS, HOBBIES, TALENTS:
5. **SCHOOL CLUBS/SERVICE ORGANIZATIONS:**

6. **NON-SCHOOL ACTIVITIES (Church, Employment, etc):**

7. How would you assure a college that you would be a successful student?

8. **DESCRIBE YOURSELF (what makes you unique, strengths, attitudes, skills, etc):**