LETTER of RECOMMENDATION FORM

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!
- Complete the following information sheet to assist the writer

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: ____________________________________   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): _______________________
____________________________________________________________________
____________________________________________________________________

(over)
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): _____
________________________________________________________
________________________________________________________
________________________________________________________
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