**LETTER OF RECOMMENDATION REQUEST FORM**

***Student’s Name***Click here to enter text.

***Cum GPA*** Click here to enter text.

*I am applying for acceptance into a college, military academy or for a scholarship and greatly appreciate a letter of recommendation. I will need this letter* ***no sooner than two weeks from today****.*

***Date you need the letter of recommendation*** 00/00/00***My contact information****:* Click here to enter text.

***Name of Scholarship or college***Click here to enter text.

***Completed letter should be***[ ]  *Addressed directly to school or scholarship (include addressed envelope)*

[ ]  *Returned to me (the student)*

[ ]  *Uploaded to Common Application*

*Please consider the following while writing my letter of recommendation:*

*1.* ***What are your educational goals: What do you want to study and what makes that a good fit for you personally***Click here to enter text.

*2.* ***What is unique about you as a student? What do your teachers notice about you? Which teachers know you best?***

Click here to enter text.

*3.* ***List 3-5 adjectives that describe you. Think of one adjective that describes a part of you that most people do not know****.*

Click here to enter text.

*4.* ***Which adjective do you feel best about?***Click here to enter text.

*5.* ***What are you passionate about? Do you have an interest outside of school or is there a subject you are passionate about?***Click here to enter text.

*6.* ***Describe clubs, extracurricular activities, youth groups, club sport, and/or music/drama that you have been involved with. Include any leadership positions you have held in these activities while in high scho****ol.* Click here to enter text.

*7.* ***Were you employed during high school? Please describe your job and your job duties****.* Click here to enter text.

*8.* ***Please describe your financial need: (be very specific if need is a factor****.)* Click here to enter text.

*9.* ***Is there anything else you would like me to know about you that would help me to know you better?*** Click here to enter text.

An activities resume highlighting your strengths, accomplishments and special talents is especially helpful in assisting your recommender to write a thorough and comprehensive letter of recommendation for you. If you have one, please attach to this request form. How many community service hours have you turned in to the office? \_\_\_ Have you completed your required 24 hours of community service (circle one) YES / NO