**LETTER OF RECOMMENDATION REQUEST FORM**

***Student’s Name*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Cum GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

*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\_\_\_/\_\_\_\_/\_\_\_\_\_My contact information****: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone*

***Name of Scholarship or college*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***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.***

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

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

*4.* ***Which adjective do you feel best about?***

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

*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.*

*7.* ***Were you employed during high school? Please describe your job and your job duties****.*

*8.* ***Please describe your financial need: (be very specific if need is a factor****.)*

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

***Have you completed your required 24 hours of community service?***

***How many hours have you turned into the Guidance Office?***

***If you need more room please attach a separate paper and/ or resume***