

## Request for Letter of Recommendation

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Date Needed By: \_\_\_\_\_

Purpose of the recommendation: \_\_\_ College \_\_\_ Employment \_\_\_ Portfolio \_\_\_ Scholarship

If for employment, name of employer: \_\_\_\_\_

If for scholarship, name of scholarship: \_\_\_\_\_

If for college, name of college(s): \_\_\_\_\_

Recommendation will be (check) \_\_\_ Picked up by you

\_\_\_ Mailed by me – provide address below

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Tell me a little more about yourself. The following is information that can be **considered** for inclusion in the recommendation: If something does not apply to you simply write “N/A”. ***Do not feel the need to answer every question only those you want highlighted***

1) Describe one or two experiences that have contributed to your intellectual/academic development since entering high school. In other words, what happened during high school that really got you excited about learning?

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2) List one or two extracurricular activities that you have found to be the most meaningful. Explain why they have been important to you and how you affected others. Examples are helpful.

3) Describe your strengths (academic, social, personal, skills, qualities...)

4) What are your college / academic / educational goals?

5) What are your career / professional goals? This is more of a long term goal.

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6) What are your personal goals? If you could make changes or improvements in the community, state, and/or world, what would they be? Try to be as realistic in what you could do or would want to do.

7) Describe something unique or special about yourself that could be highlighted in the recommendation. What makes you stand out among your peers? Please include at least three adjectives to describe yourself.

8) Please list any other specific information you would like to have included in your recommendations:

9) If you had difficulty during any time in high school and it shows on your transcript by lower grades or lack of courses, think about how you could explain that to your school counselor so they could possibly write an explanation in your letter.