

Remember:

Requests must be made at least
2-3 weeks in advance

And

Be VERY DETAILED in your answers. The more detailed you are, the better recommendation letter we can write!

REQUEST FOR A RECOMMENDATION LETTER

Students must request a letter of recommendation **2-3 weeks in advance**. *This time line is critical for a quality letter.* This form should be completed by the student, attached to the written responses below and turned into your counselor.

Name _____

Date recommendation needed: _____ (2-3 weeks advanced notice)

Purpose of the Recommendation: College Scholarship Employment Other

Name of Colleges/Scholarships (or write general if no specifics)

Recommendation will be: Picked up by student and/or Uploaded to Common Application

Part 1

Please attach a resume or a list detailing your work and community service experience, achievements, awards and recognition. You may also choose to print this list off of your PEP.

Part 2

Answer the following questions below.

Type your answers using your best writing skills. The more detailed you are, the better recommendation letter we can write!

- 1) Describe some of your educational, career, or personal goals.
- 2) List your three most distinguishing and best qualities. Explain each with several sentences. (Consider what personal aspects you would like to have emphasized to colleges.)
- 3) Describe the type of student you are. Include the academic settings and/or assignments/projects that have inspired you to do your best.
- 4) List two or three of your extracurricular activities which you have found to be the most meaningful. Explain why each has been important to you.
- 5) Your life story is important to the people who will be reading your letter. Please describe anything unique about your life experience, for example: anything unusual about your family/cultural background, shared interests and activities, travel, crises, and how these things have impacted you.
- 6) Which specific areas or information would you wish emphasized in the recommendation?