

## Teacher Recommendation Request Form

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for agreeing to write my letter of recommendation. I appreciate the time you are spending on this. I have completed the form below to help you prepare my recommendation for the purpose of:

\_\_\_\_\_ Employment reference                      \_\_\_\_\_ Military recruiter reference

\_\_\_\_\_ College applications

**Earliest due date:** \_\_\_\_\_

\_\_\_\_\_ Scholarship application (1) Name of Scholarship: \_\_\_\_\_

(2) **Due Date:** \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_

1. Course(s) taken with this teacher, and grade(s) in the course(s).

2. What is it about this teacher that helped you excel and work hard?

3. What is it about this class and its requirements which helped you excel and work hard?

(over)

4. Give an example of and describe an assignment which represents your best work for this teacher.

5. Which future choices (service, employment, major) are you considering? What are the factors that have influenced those choices?

6. As a young adult and student, what are your (a) greatest strengths and (b) areas for improvement?

(a)

(b)

7. Describe one activity in which you have participated during your high school years. Did you hold any leadership roles in this activity? Did you learn new skills? Why has this activity played a significant role in your high school career? **(\*Be sure to list a different activity on each of your two teacher recommendation forms.)**

Feel free to add additional pages to this recommendation form.