

CRHS - Guidelines for Letters of Recommendation Requests

1. Think of teachers, coaches, advisors, employers who know you well especially during your Junior and Senior years.
2. Please ask them first in person if they will write a letter of recommendation for you.
Then, send a request to them through Scoir so they can upload it there for colleges. Instructions on how to do this are on the Career Center website under the support section on the CRHS homepage.
3. Give them information to help them write the letter. Use this form to help guide you. Attach additional pages if necessary.
4. Give them enough time to write your letter and deadline...**AT LEAST 2 WEEKS!**
5. Remember to thank them for taking the time to write you a letter.

Personal Information for Letter of Recommendation

Name:

Date Needed:

Counselor:

Intended College Major:

Cumulative GPA

Class Rank:

Requesting letter of recommendation for the following colleges/scholarships:

College Name	Application Deadline
1.	
2.	
3	

Involvement

School Activities: (include years involved)

Athletic Activities: (include years involved)

Community Activities:

Volunteer Activities (please include total hours worked or hours/week if it is ongoing):

Work Experience (please include hours/week and for how long):

Honors or AP classes at CRHS:

Honors or Awards:

Leadership Experience:

Talents/Hobbies:

Additional Information

Describe any personal/academic qualities or strengths you would like to have emphasized in the letter?

What class or activity has been meaningful to you and why?

What experience outside of school has been meaningful to you and why?

List three words that describe you and explain why.

Are there any circumstances in your life that have had a negative impact on your learning that you would like included in this letter?

Any other additional information that hasn't been covered?