

RECOMMENDATION REQUEST FORM (Help me Help You) - (NAME)

This form is for you to give to the person you would like to write you a letter of recommendation. You will be providing information to help them writer your recommendation.

This recommendation would be for: _____ College Application; _____Scholarship; _____Job application; _____Academic program/internship; _____ Scouting award; _____ Other: _____

When do you need this recommendation?

How do you want your name to appear on the recommendation?

What classes and years did you have the person as a teacher? If not a teacher, how do you know the person and how long?

How many copies of the recommendation do you need?

Will the letter need to be emailed and to whom?

Do you need a signed copy sealed in an envelope?

What are your college/career goals for the future? Why did you choose this area of study or career?

How many dual credit classes have you taken?

List your top accomplishments.

List any clubs or sports you are involved in.

Describe any leadership positions you have held and what you learned from those experiences.

What is your favorite subject and why?

Describe a problem you have faced and how you overcame it.

What are three adjectives you would use to describe yourself?

What are three adjectives that your friends would use to describe you (ask them)?

What makes you mad?

What makes you happy?

Describe a favorite memory from class or activity that involved the recommendator.

Is there anything else I should know as I write this recommendation?