Stanley-Boyd High School
Letter of Recommendation Information Sheet

Please complete this form if you would like to request a letter of recommendation.

Name:

Grade:	Today's Date:	Date Letter is Needed:

Purpose for Letter of Recommendation:

☐ College Admission ☐ Scholarship ☐ Honor or Award ☐

Employment ☐ Other: _____

Is there a special form to complete? ☐ No ☐ Yes → (If YES, include the form or a link with

this sheet.)

Who should the letter be addressed to? _____

What is their position or title? _____

What is the address I should mail the letter to?

_____

_____

Describe what you are applying for. (Example: A $500 scholarship for an outstanding leader in

good academic standing who has participated in school activities and has a record of service

to school and community.)

_____

_____

List the school activities you have participated in, the number of years, and what you

gained/learned from each activity. Please indicate artistic, athletic, literary, service, and

leadership positions (include an attachment if necessary).

School Activities	Years Participated	What you gained/learned

Which activity was most important to you and why?

Activity	Why it was important to you

What do you consider your most important activities outside of school? List jobs, hobbies, volunteer work, religious activities, travel, music, art, and drama, etc. Include the number of years of involvement and explain why this activity was significant to you.

Outside of School Activities	Years	Why this activity was significant to you

List the awards and honors you have received in or out of school. Include elected offices you have held.

Awards/Honors	Awards/Honors

Describe the academic accomplishment (major paper, science experiment, artistic project) you are most proud of and explain why you take pride in it.

_____

What do you hope to accomplish after high school? Describe your career and personal goals.

_____

List your 3 most distinguishing or most admirable qualities. Explain each.

_____

People who serve as a positive reference for you:

1. _____

2. _____

3. _____

You may want to attach a copy of your current resume and/or list of activities, clubs, organizations, accomplishments, and school/community service projects to this form if needed.