Letter of Recommendation Request Form

Cashmere High School

Please submit this completed form at least two weeks before your earliest deadline. Your detailed answers will help your recommender write a specific, meaningful letter. Attach a resume or activity list if available.

Student name _____ Cumulative GPA _____

Student email _____ Phone number _____

Recommender requested _____

How many community service hours have you completed and turned into the guidance office?

_____

Date form submitted _____

College, scholarship, program, or academy

_____

Earliest deadline _____ / _____ / _____ **Additional deadline if applicable** _____ / _____ / _____

How should the completed letter be submitted?

- ☐ Uploaded to Common Application or another online portal
- ☐ Emailed directly to the college, scholarship, or program
- ☐ Returned to me in a sealed envelope

Submission email, portal instructions, or mailing address

_____

1. What are your educational and career goals?

What do you hope to study or pursue, and why is it a good fit for you?

_____

_____

2. What makes you unique as a student?

What strengths, habits, or qualities might your teachers notice? Which teachers know you best?

_____

_____

3. List three to five adjectives that describe you.

Include one quality that people may not immediately recognize about you.

_____

4. Which of those qualities are you most proud of, and why?

_____

_____

_____

5. What are you passionate about?

Consider interests outside school as well as subjects, causes, skills, or goals that motivate you.

_____

_____

6. Describe your school and community involvement.

Include clubs, athletics, youth groups, community service, music, drama, and leadership roles held during high school.

_____
_____
_____
_____
_____

7. Describe your employment experience during high school.

List your employer, position, dates worked, typical hours, responsibilities, and skills gained. Write "not applicable" if needed.

_____
_____
_____
_____

8. Describe an accomplishment, challenge, or experience that helped you grow.

Explain what happened, what you learned, and how it influenced you.

_____
_____
_____
_____

9. If financial need is relevant to this recommendation, please explain.

Share only what you are comfortable sharing, but be specific enough to help the recommender understand your circumstances.

_____
_____
_____
_____

10. Is there anything else your recommender should know?

Consider family responsibilities, cultural background, special circumstances, awards, goals, or a story that shows who you are.

_____
_____
_____
_____
_____

Student Confirmation

I have provided accurate information and understand that submitting this form does not guarantee that a recommendation can be completed if I have not allowed at least two weeks.

Student signature _____ Date _____ / _____ / _____