

## Letter of Recommendation Request

Teacher:\_\_\_\_\_

Student name:\_\_\_\_\_

Date of request:\_\_\_\_\_ Date returned:\_\_\_\_\_

I would like to respectfully request a formal letter of recommendation for my college applications. If you are willing to write a letter for me, the following information may be helpful to you. I have attached a transcript for your review.

Proposed college major/future goals:\_\_\_\_\_

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\_\_\_\_\_

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SAT Scores: Reading/Writing\_\_\_\_\_ Math\_\_\_\_\_

GPA\_\_\_\_\_

If you took any AP tests, list course name and score on test\_\_\_\_\_

Colleges you have visited (even virtually):\_\_\_\_\_

Did you take any career/tech courses or worked/interned in a field related to your proposed major? If yes, which ones?\_\_\_\_\_

How has Kennett prepared you for your future? Please summarize your Kennett experience.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

On the back of this form, please list all clubs/sports/internships/work experience/community service you have participated in. You may submit a senior resume listing the same if you prefer.

Words your friends/teachers would use to describe you\_\_\_\_\_

What are your strengths?\_\_\_\_\_

Weaknesses? \_\_\_\_\_

I am applying to the following colleges: (star your top 3 choices)

Application Deadline:

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Please let me know when my letter of recommendation is complete, and I will pick it up, if it is not submitted electronically. Thank you for considering this request. I appreciate the time and effort it takes to write this letter. (A thank you note to your teacher is highly recommended!)

Sincerely,

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Date \_\_\_\_\_

Please include all Sports, Clubs, Work experiences (including average weekly hours),  
Internships, Job Shadows, and Community Service (list businesses and hours).

Freshman year \_\_\_\_\_

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Sophomore year \_\_\_\_\_

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Junior year \_\_\_\_\_

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Senior year \_\_\_\_\_

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