

Letter of Recommendation Form

Student Name: _____ Grade: _____

When does the letter need to be completed (Due Date): _____

Purpose of this Letter:

_____ College Admission Application Name of College: _____

_____ Scholarship/Award Application Name of Scholarship/Organization: _____

_____ Other (please list): _____

Where does this letter need to be sent?: _____

Type up answers to the following questions and submit them with this form to your counselor:

1. What are your future goals and plans?
2. List any school activities, organizations, groups, or teams in which you have been or are currently involved. List the number of years you were involved, any leadership positions you held, and any accolades/accomplishments.
(Example: Wrestling, 4 Years, Team Captain, 1st Team All-Conference, All-State, 2x State Champion)
(Example: STUCO, 2 years, President, Organized Prom)
3. List or describe your involvement in community, civic, church, or other service related activity.
4. List any jobs you've had and the average hours you worked each week (e.g. Jose Peppers, 20 hours/wk)
5. List any awards you've won or additional accolades.
6. Tell me briefly about your hobbies outside of school or interests not already mentioned. Explain what you enjoy about each specifically.
7. Please discuss the things that are most important to you. What do you value? How would you like to be viewed by others? What are some of your most STRONGLY held personal beliefs?
8. Are there any life circumstances that contributed to any weaknesses that may be seen in your attendance, grades, GPA, discipline report, etc. (Example: sophomore year was rough for me because...(explain further). This can explain why you may see my grades weren't as good that year)
9. Is there anything else you feel I should know about you that you haven't already shared?

If you prefer, please feel free to submit a resume detailing your interest, activities, job experiences...