

Requesting a Letter of Recommendation

Fill out the information below. Ask a teacher, coach, work supervisor, or other adult at least three weeks in advance of when you need it to write a letter of recommendation.

PERSONAL INFORMATION/BACKGROUND

Full Name:

(Please print your full legal name as it will appear on any job, college, or scholarship applications.)

Are you able to speak any languages beside English? YES NO
If you answered "yes" above, what other languages do you speak? How fluent are you?

List six adjectives that best describe your academic and/or personal strengths.

ACADEMICS

How would you describe the difficulty level of classes that you have taken in high school compared to those taken by your peers?

- Extremely Demanding Demanding Average Fairly Easy

ATTENDANCE

How would you describe your high school attendance record?

- Excellent (I have hardly ever missed school and have generally arrived at my classes on time.)
 Average (I have had occasional problems with tardies and/or attendance.)
 Average (I frequently miss school and/or I am frequently tardy.)

TRAVEL EXPERIENCE

Please describe your travel experiences during high school and what you have gained from these experiences.

CLUBS, SPORTS, AND OTHER SCHOOL ACTIVITIES

Please list all clubs, sports and school activities (band/choir/theater performances, leadership, etc.) that you have participated in during high school.

NAME OF CLUB, SPORT, OR ACTIVITY	LIST ANY LEADERSHIP POSITIONS THAT YOU HELD	GRADES YOU WERE INVOLVED (PLEASE CIRCLE!)
		9 th 10 th 11 th 12 th
		9 th 10 th 11 th 12 th
		9 th 10 th 11 th 12 th

Which club, sport, or other school activity has been the most important to you and why?

COMMUNITY/VOLUNTEERING ACTIVITIES

Please list any community activities (volunteering, church involvement, etc.) that you have participated in during high school.

TYPE OF ACTIVITY	DESCRIBE YOUR ROLE AND THE AMOUNT OF HOURS SPENT ON THIS ACTIVITY	GRADES YOU WERE INVOLVED (PLEASE CIRCLE!)
		9 th 10 th 11 th 12 th
		9 th 10 th 11 th 12 th
		9 th 10 th 11 th 12 th

Which community/volunteer activity has meant the most to you and why?

EMPLOYMENT HISTORY

Please list any paid jobs that you have held during high school.

PLACE OF EMPLOYMENT	JOB DESCRIPTION	APPROXIMATE HOURS PER WEEK	DATES OF EMPLOYMENT

If you have held a job, what did you learn through your work experience that school could not have taught you?

INTERNSHIPS

Please describe any internships that you have completed during high school.

LEADERSHIP

In what ways have you demonstrated leadership in school, at home, or in the community?

HONORS/AWARDS/ACHIEVEMENTS

Please list any honors or awards that you have received or any special achievements that you have accomplished during your time in high school. (National Honor Society, honor roll, black belt in karate, etc.)

DESCRIPTION OF HONOR, AWARD, OR ACHIEVEMENT	GRADES (PLEASE CIRCLE!)			
	9 th	10 th	11 th	12 th
	9 th	10 th	11 th	12 th
	9 th	10 th	11 th	12 th
	9 th	10 th	11 th	12 th

HOBBIES AND INTERESTS

Please describe the hobbies that you enjoy in your free time as well as any special interests that you have. How long have you maintained each of these hobbies and interests?

PERSONAL GROWTH AND MOTIVATION

Please describe how you have grown as a person since the start of your high school career.

What motivates you to do well in school and succeed in achieving your goals?

FUTURE GOALS

Please describe your career plans for after high school.

Please describe your plans for continuing your education after high school. (Trade School, College, etc.)

I agree that the information that I have provided in this questionnaire may be used in my letter of recommendation.

Student Signature: _____ **Date:** _____