



Letter of Recommendation Request Form

Last Name _____ First Name _____ ID # _____

Date needed by: _____ **must give at least two-week notice*

Who/What is the Letter for: *school, college, organization, etc.*

Top college choices? 1) _____ 2) _____ 3) _____

Why did you choose these schools?

What are your academic and career goals?

Leadership Experience - How did you grow from these experiences?

What types of activities have you participated in during High School? What prompted you to participate?
ex. employment, volunteering, athletics, clubs, service learning, religious organizations, etc.

Special Interests/Hobbies:

Talents/Special Skills:

Describe your strengths:

Describe your weaknesses:

List a few words that you feel describe you:

What do you value most?

List three teachers/staff that could evaluate your abilities:

How would your teachers describe you?

Family History

Will you be the first in your family to attend college? Yes No

Mother's name and occupation _____

Father's name and occupation _____

Siblings' names and ages _____

If you don't live with your parents, please describe your living arrangements:

What does a typical weekend look like for you?

Are there any specific circumstance or challenges you have been faced with and had to overcome?

Is there anything else that you would like me to know as I prepare to write a letter on your behalf that discusses not only your academic ability, but your personal qualities and character?