



REQUEST FOR LETTER OF RECOMMENDATION

REQUESTS ARE TO BE MADE AT LEAST 2 WEEKS PRIOR TO THE DEADLINE DATE

STUDENT NAME: _____ STUDENT ID #: _____

TODAY'S DATE: _____ DEADLINE DATE: _____

ADMISSION/AWARD INFORMATION

This recommendation concerns my qualifications for:

- | | | |
|---------------------|-------------------------------|------------------------|
| 1. _____ Common App | 3. _____ College Admission | 5. _____ Financial Aid |
| 2. _____ Send Edu | 4. _____ Academic Scholarship | 6. _____ Other _____ |

Qualifications and criteria for the application/award are:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

The recommendation letter should be sent to:

College/Institution Name

Name of Individual Person (if applicable)

Street Address

City, State & Zip

The heading to be typed in the body of the recommendation letter is: _____

RESUME

Attach a current resume to this form. Remember to include extracurricular activities, honors and awards, employment, and community service activities. Letters of Recommendation will not be completed by your counselor without a resume.

STUDENT QUESTIONNAIRE *(required for seniors only)*

Seniors **MUST** complete the student questionnaire on the back of this form. Letters of Recommendation will not be completed by your counselor without the Student Questionnaire. Completion of the Student Questionnaire for all other grade levels is at the discretion of your counselor.

For office use only:

- Resume is attached
- Senior Questionnaire is completed *(required for seniors only)*

Date Received: _____

Received By: _____

Date Completed: _____

Completed By: _____

STUDENT NAME: _____

1. What is your intended college major/area of interest? What are your career plans/dreams? _____

2. Describe the single academic accomplishment of which you are the most proud and why. _____

3. List 5 adjectives that describe your academic and/or personal strengths. Be specific. How do you demonstrate these qualities? _____

4. Describe a non-academic accomplishment and explain why you are proud of that accomplishment. Please include a detailed account of your participation, what compelled you to remain committed to that project/activity, what you learned, and the personal reward attributed to the accomplishment. _____

5. Is there anything else - any unusual circumstance, problems in your life, recent tragedy, or anything significant about you that may not have emerged in your day-to-day life at school that you want me know? Would you like this addressed in your letter of recommendation? If yes, how? _____

RATE YOURSELF IN THE FOLLOWING AREAS:	BELOW AVERAGE	AVERAGE	ABOVE AVERAGE	EXCELLENT
Academic Ability				
Academic Motivation				
Study Habits/Organizational Ability				
Ability to Work Independently				
Self-Discipline				
Perseverance				
Reaction to Criticism				
Ability To Get Along Well With Others				
Leadership				
Self-Confidence				
Personality				
Sense of Humor				
Maturity				