**Request For Letter of Recommendation**

***Do not include this sheet in your Student Portfolio.***

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| --- | --- |
| Student Name: |  |
|  |  |
| Contact Phone: |  | E-mail: |  |

**Instructions to the Student:** To better evaluate you, fill out this form with your information to assist the person from whom you are requesting a recommendation letter. *You may attach additional information to this form, such as a cover letter.*

 Student Portfolio College Scholarship Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (circle one)

|  |  |
| --- | --- |
| Student needs letter by: |  |

 Upon completion please: Return to student Mail in enclosed envelope (circle one)

**Instructions to Writer of Letter of Recommendation:**

*The best letters of recommendation bring a student to life by sharing specific examples or stories, instead of just summarizing the resume'. This form is only to spark ideas about the student.*

*Academics:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GPA: |  | Class Rank: | / | SAT Composite: |  | ACT Composite: |  |

Intended College Major(s):

Long Range Career Plans:

* *Special interests, hobbies, or talents:*

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* *What do you consider your strengths as a person and as a student?*

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* *Please share any other information that would be helpful, such as obstacles you have overcome, and indicate what information the writer should highlight for this particular letter of recommendation.*

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* *Advanced Coursework (honors, college prep, AP courses):*

 Year Course Year Course

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| --- | --- | --- | --- |
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* *Academic awards or honors and when you received them:*

 Year Recognition

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* *Community Service: List your in-school and out-of-school community service and total hours of service:*

 Year Description of Service

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| --- | --- |
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* *Extracurricular: List your in-school and out-of-school activities and years of participation:*

 Year Description of Activity

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| --- | --- |
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* *Work experience:*

 Year Description of Experience

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