

Letter of Recommendation Request Form

For Student: Please complete this front and back form, and give it to your selected recommender at least two to three weeks before your letter of recommendation is due. Even better, type up the information and email it to your recommender.

Recommender Name: _____

Student Name: _____

Date Requested: _____

Date Needed: _____

Name/Address of Scholarship/College to be listed on letter:
(List name/ mailing address as shown on application)

Process for submitting letter of recommendation:

- A. Return to student
- B. Mail to address stated above
- C. Submit online
- D. Other: _____

Scholarship/College Application Criteria: _____

Student's Prospective College Major/Program: _____

Student should attach if available/applicable:

- ◆ Resume
- ◆ Transcripts
- ◆ Personal Statement/Essay
- ◆ A Copy of the Scholarship Application or link to the Application.

Last Revised: 12.31.2018

Student Self-Assessment

For Recommender: Please use the information below to assist you in the process of completing the letter of recommendation.

Goals: What do you hope to accomplish in college and after? Consider your career goals and your broader goals.

Academic Achievements and/or School Activities: List any academic achievements (AP, Honors, IB, AVID, etc.) or activities (such as school club and sports participation) you are most proud of participating in. Include the number of years and amount of time dedicated to these programs, and explain why you take pride in them. List any leadership positions you have held.

Other Activities: What do you consider your most important activities outside of school? Highlight any volunteer work, jobs, or leadership positions held in your community. Include the number of years and the amount of time you have dedicated to each activity.

Awards/Honors/Miscellaneous: List any items that would help the recommender illustrate your success.

Describe Yourself: List your three most distinguishing or most admirable qualities. Explain each.

What Makes You Unique: List any obstacles such as any family, financial, or personal hardships you have had to overcome, or anything else you think your recommender should know about you.