

Letter of Recommendation Request

For Student: Please complete this front and back form and give it to your selected recommender at least two weeks in advance.

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:

- return to student
- mail to address stated above
- submit online
- 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.

Thank you!

Last Revised: 11/16/15

Student Self-Assessment

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

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

Academic Activities/School Activities: Any academic accomplishments (AP, Honors, AVID, etc.) or activities you are most proud of, the amount of time spent, and explain why you take pride in it. List any leadership positions you have held.

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

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

List your three most distinguishing or most admirable qualities. Explain each.

Explain why you need financial assistance.

List any obstacles you have had to overcome.