



Request for Letter of Recommendation

Name _____

Date _____

Date Needed: _____

Recommendation is to be:

Sent (envelope provided) Returned to Student Given to Counselor _____

Recommendation written for: College Entrance Scholarship To Whom it May Concern

Specific College or Scholarship: _____

Intended Major or Field of Study: _____

ACT Scores: _____ _____ _____ _____ _____ _____
English Math Reading Science Composite Essay*Optional

SAT Scores: _____ _____ _____
Reading Writing Math

High School GPA: _____

Class Rank: _____ out of _____

Current Schedule:

- 0 _____
- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____

Honors, Advanced, & College Prep Classes:

Math

Science

Language

Other

Extra-Curricular Activities/Sports

Awards and/or Offices Held

Years

_____	_____	9	10	11	12
_____	_____	9	10	11	12
_____	_____	9	10	11	12
_____	_____	9	10	11	12
_____	_____	9	10	11	12
_____	_____	9	10	11	12

Community Activities:

Employment:

Personal Interests/Hobbies:

Future Plans:

Unique Activities or Accomplishments:

Any information you feel would be helpful in writing your recommendation? (Leadership traits, Work Ethic, Etc.)

If you were writing a recommendation for yourself, what would you include?

