

*Students: Please request your recommendation 2-3 weeks before you need the letter. Consider sending a thank you note to the writer, and remember to attach an addressed, stamped envelope so the writer knows where it is to be sent.*

## REQUEST FOR A LETTER OF RECOMMENDATION

1. From (Student's Name):
2. To Recommendation Writer:
3. Today's date:
4. Date Recommendation is due:
5. Action Required:
  - send letter to college (envelope attached)
  - return letter to guidance office (envelope attached)
  - return to me (envelope attached)
  - other Explain:
6. Scholastic performance:
  - Grade Point Average:
  - Special Scholastic Honors (i.e. National Honor Society, Honor Roll, Most Outstanding Student, etc.)?
  - Particular subject areas in which you excel?
7. Extracurricular Performance:
  - Athletic Achievements:
  - Special athletic recognition/leadership positions:
  - Other extracurricular achievements: (band, choir, drama, SADD, FBLA, Hero, VICA, FFA, FHA, etc.) Leadership positions, special accomplishments, etc.) :
8. Community involvement : Clubs, civic organizations, religious affiliations that might suggest responsibility, organization skills, leadership positions, etc.:
9. Special accomplishments or awards/unique interests/hobbies:
10. Work experiences: positions held, length of employment, time frame (i.e.: during school year, summer, etc.):
11. Family background or situation/need for recommendation, scholarship, reference, etc. Why is this recommendation important to you?
12. Career choice/plans: