Sweet Home High School Request for Letter of Recommendation

Name:

Date:

Students must request a letter of recommendation two weeks in advance. This time line is critical for a quality letter. This form should be completed by the student and presented to the person being asked to write the recommendation.

Dear:_

It's that time of year again when seniors such as myself start applying for college admissions, scholarships, grants and future employment. I would be honored if you, as a member of the school and community, would be willing to write a general letter of recommendation for me. I would very much appreciate your letter by ______. I would also appreciate it if you could place the letter on personal or business letterhead. I have listed below specific information about me that might be of help to you when writing the letter of recommendation.

PURPOSE OF THE LETTER:	College	🗌 Scholarship	DEmployment
RECOMMENDATION WILL BE:	Picked up by St	udent 🗌 Mai	led by the letter writer
		(envelope is attached)

DATE NEEDED BY: _____

POST HIGH SCHOOL PLANS:

Attend a Technical School (specify):	
Attend a community college (specify):	
Attend a four year college (specify):	
Join the military (specify branch):	

WORK EXPERIENCE	DATES OF EMPLOYMENT	HOURS/WEEK

ACTIVITIES	YEARS	HONORS	YEARS

COMMUNITY SERVICE ACTIVITIES	YEARS

List two or three of your extracurricular activities which you have found to be the most meaningful. Explain why each has been important to you.

ACTIVITY	WHY IT'S IMPORTANT TO ME	

Describe some of your educational, career or personal goals.

EDUCATIONAL GOALS:	
CAREER GOALS:	
PERSONAL GOALS:	

Is there anything unusual about your family/cultural background, shared interests and activities, travel, crises, etc., that has had a significant impact on your interests and concerns?

List your three distinguishing, most admirable gualities. Explain why they pertain to you.

QUALITIES	EXPLANATION

Thank you for taking the time to complete this letter for me during your busy schedule! I'll be in touch!

Sincerely,