



Letter of Recommendation Request Form

ATTENTION STUDENT: Fill in the information and then give a copy of this completed form to the recommending person **at least 2 weeks before the deadline.** **Note: It's preferable to give your recommender at least ONE month.**

DEAR RECOMMENDER: Thank you so much for writing a letter of recommendation. I have included some information that should describe my accomplishments, goals, and interests.

Student's Full Name _____ Today's Date _____

Phone # _____ Grade _____

Email _____

PURPOSE/ADDRESSING THE LETTER:

Purpose of Letter (what is it for?):

Check the appropriate box

- Please complete the preprinted form **ATTACHED!**
- Please write a generic ("To Whom it May Concern") letter so I can use it again
- Please address the letter specifically to:

Name _____ Title _____

College/Scholarship _____

Address _____

DELIVERY OPTIONS:

I need this letter by this deadline: _____

Please return the letter to:

- Me (the student)
 - Please print a hard copy letter and provide to me.
 - Please email the letter to me at _____
- Please send directly to the college/ scholarship organization at: _____

Other: _____

If this letter is needed for a college application, **did you apply to a college using Common Application?**
_____ **Yes** _____ **No**

TEACHERS, IF THE STUDENT USED THE COMMON APP AND NEEDS YOUR LETTER FOR A COLLEGE APPLICATION, YOU MUST COMPLETE THE COMMON APP TEACHER RECOMMENDATION FORM.

Include a resume AND/OR answer the questions below
Use an additional piece of paper to respond if necessary

1. What do you want to do after high school? What motivates you?
2. Why are you applying for this college/scholarship? What should your recommender highlight in this letter about you?
3. Please list all extracurricular activities you've been a part of and what grade(s) you participated.
Example: School Newspaper- 11, 12
4. Please list all community/volunteer activities you've been a part of and what grade(s) you participated.
Example: Church Youth Group- 9, 10, 11, 12
5. Please list any awards and honors you have received, or leadership positions that you have held and the grade/year you received it.. *Ex: Honor Roll 2016-2018 or Latinos Unidos-Secretary- 10, 11*
6. Please list any work experience you have had, any travel experiences, or other unique educational experiences you've had and what year.
7. Helping your family also demonstrates leadership, diligence, responsibility and other skills. Please list any household responsibilities that you've had and the length of time, you've been expected to do those tasks. *Ex: For the last 4 years, I've been responsible for waking, dressing, feeding and seeing my younger siblings off to school. I clean the house three times a week and prepare dinner most nights.*
8. Is there anything else that you would like to include?