## **Letter of Recommendation Request Form**

(Students please fill out this form at least 2 week prior to recommendation due date)

Student Name:		Grade:	
Instructions to the V	Vriter of Letter of Recom	mendation:	
College/ Sch	olarship/ Employer/ Othe	er Name:	
When is the	Letter Deadline:		
In order for your cour complete the followin	nselor to do the best job po g information.	ssible of representing y	ou, we are asking you to
Academics:			
GPA:	Class Rank:in a	class of	
Intended Colle	ege Major(s):		
Long Range (	Career Plans:		
	ork (Honors. Enriched. C Course	ollege Prep. AP Cour Year	ses) Course
Awards and Hono	VC : //int the average and house		
	<u>rs:</u> (list the awards and honors		
<u>Year</u> 	Award or Honor	<u>Year</u> 	Award or Honor

<u>Year</u> 	Description of Service, Position Held & Total Hours
ixtracurricular Year	(List your in-school & out-of-school activities & Year of Participation)  Description of Activity, Position Held and Awards if any
About You: list any work ex ad and when:	perience, travel experience or special educational experience you have
<u>Year</u> <u>D</u>	Description of Experience

List any Special Interests, Hobbies, or Talents:
List what you would consider as your strengths as a person and academically:
Please list any other information about yourself that you would find to be helpful in the writing of this letter or any information you would like the writer of this letter to
highlight: