

Recommendation Request Form

(Complete this sheet and bring it to the person from whom you are requesting a recommendation letter.)

Student Name: _____ **Date Needed By:** _____

Reason for Recommendation Letter *(check all that apply):*

☐ **College/Vocational/Military Admissions. Please list names of institutions:**

Scholarship Application. Please list names of scholarship:

☐ **Other Reasons. Explain:**

What should your recommender do with the completed letter:

- ☐ Return the completed recommendation to the Counseling office
- ☐ Mail the completed recommendation in the provided envelope (envelope must be addressed and stamped by the student)
- ☐ Return to the Student

Please answer the following as best you can:

1. *Describe your goals in the following areas. Include the reason you have set these goals.*

a. Educational:

b. Career:

c. Life:

2. *Describe your three best qualities or traits and give an example of each.*

3. *List the extracurricular activities (in school and out) you have participated in during high school. If you held any leadership positions you should note what position you held next to the activity.*



4. *List any school or outside honors/awards you have received during high school and when you received them (ex. All conference in basketball- 11th grade, English Department honors- 10th grade).*

5. *Please add any other information about yourself that will be helpful to the person writing your recommendation.*

