



# Letter of Recommendation Form

Seniors: Letters of recommendation are very important to the college admissions process. Colleges value a letter that shares insight beyond grades on a potential admissions candidate. We try our best to write the most complete letter possible on your behalf. The more thorough you are in completing this form, the more information we will have in writing your recommendation.

This form is **REQUIRED** to write a letter of recommendation.

**\*IMPORTANT: 2 OR 3 WEEKS NOTIFICATION IS REQUIRED TO REQUEST A LETTER OF RECOMMENDATION!**

Student Name: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Scholastic Information:**

Potential Major: \_\_\_\_\_

\_\_\_\_\_

Education Goals: \_\_\_\_\_

\_\_\_\_\_

Career Goals: \_\_\_\_\_

\_\_\_\_\_

College Courses/Academic Enrichment Courses Completed or Currently Enrolled:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**I am applying to the following colleges:**

College/ University Name:	Due Date:

**Self-Evaluation:**

*\* Provide as much detail as possible and give examples. Add additional pages if needed.*

1. What would you say are your greatest strengths as a person? How have you applied them in your life?

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2. What sets you apart as an individual? Give examples.

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**School Activities (clubs, sports, etc.)**

Activity	Grade(s) in which you participated in the activity	# of hours per week	# of weeks per year
	___ 9 ___ 10 ___ 11 ___ 12		
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**Community Service:**

Activity:	Grade(s) in which you participated in the activity	# of hours per week	# of weeks per year
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**Work Experience:**

Job:	Dates:

What would you like to ensure that the recommender includes in your letter?

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Additional information you would like to share: (ex. special family or financial situations)

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***\*Please attach a printed transcript***