



Recommendation Letter Request

In order for school staff members or community members to write the best letters of recommendation possible for you, for jobs, college admission, or scholarships, you will need to provide them with some helpful information about yourself. Remember, the more help you give them, the better your letter will be. Ask close friends and family members to help you review the information once you are done to check for honesty and sincerity.

Request 2 -3 weeks in advance before the due date or submitting your application!

Student's Name: _____

Today's Date: _____

Submit to Adults that know you well (Director, Principal, Teachers, Counselors, Coaches)

Reason for the Recommendation Letter:

- Scholarship application
- College application
- Job reference
- Internship
- Other

I'm writing to you today because I am applying for _____. For my application, I will need a letter of recommendation. I feel you would be the perfect person to write this recommendation letter because

Student GPA (use highest unless application specifies otherwise) _____

SAT/ACT scores (give highest composite score) _____

Class Rank (from Aeries) _____

Describe your career or college plans

List both in-school and outside of school activities. Include the year(s) in which you participated, positions you held, hours worked. (Clubs, internships, sports, student government, leadership, drama, etc.)

List and detail all school activities:

List any significant travel experiences:

List sports activities:

Employment or Internship:

List activities outside of school (i.e. community/ Volunteer service, church, scouting, etc.

List any awards and honors, no matter how small you may feel they are:

Are you applying to colleges? If so, going to college is important to you because

While I am in college, I hope to study _____

My strengths and accomplishments (attach additional sheet if needed)

Describe any unique experiences you have had such as family hardships, personal trauma, divorce, family, etc.

The letter is due _____ and must be submitted via _____.
If you cannot write the letter, please let me know as soon as possible.

Please address the letter to the following:

School: _____

Attention: _____

Street Address: _____

City, State, and Zip Code _____

Thank you!

Created by Brenda Vargas, Career Center