

# Letter of Recommendation

## STUDENT'S RESPONSIBILITIES

- Make sure the person you ask to write your letter knows you well.
- Make personal contact (appointment) with the person; do not leave the request in a mailbox
- Give the writer at least **FOUR WEEKS** notice.
- Make sure you self-promote and communicate thoroughly.

## Writer's Responsibilities:

- Please consider the following in your letter: Scholastic ability, leadership qualities, cooperation, initiative, motivation, maturity, personality, integrity and reaction to criticism.
- You may also wish to include: examples or anecdotes, reasons why the student is qualified and your phone number or email address in case further information is needed.
- If a question is not relevant to you, you may skip that question.
- \*Indicates optional question

**STUDENT'S NAME:** \_\_\_\_\_ **GRADE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **INTENDED AUDIENCE THAT WILL BE READING THIS LETTER OF RECOMMENDATION (check all that apply)**

College(s)     Scholarships     Other: \_\_\_\_\_

**LIST OF SCHOOLS TO WHICH YOU WILL APPLY:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**LIST SCHOLARSHIPS YOU ARE APPLYING FOR:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What other teacher(s)/counselor are writing a letter for you?** \_\_\_\_\_

**\*What experience and passions do you have which will prepare you for your intended major/career?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **\*List your community service/volunteering/sports/activities and awards that you are involved in, including number of years.**

Community Service
_____
_____
_____
_____

Volunteer Work
_____
_____
_____
_____

Sports/Activities
_____
_____
_____
_____

Awards
_____
_____
_____
_____

What do you consider to be your greatest strength? Please give one example of a situation in which this strength has been shown. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What might teachers say is your greatest strength as a person? As a student? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would your best friend describe you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Do you have any additional responsibilities at home that preclude you from getting more involved in activities, or in your local community? (i.e. Do you have to contribute to your family? Are you responsible for picking up younger siblings after school? Etc.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Colleges are always looking for "uniqueness" in a student. How are you unique? Be specific and give an example. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Discuss an event in your life that has had a significant impact on you, your life, and/or your academics. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*What other things do you want your teachers or counselor to know that may assist them in writing a recommendation for you? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_