



This form is used to help counselors and teachers write the best and most complete letter of recommendation. Use information relevant to you from 9th – 12th grade. **All requests must be made at least 2 weeks in advance.**

Student Name: _____ **Email:** _____

Step 1: Type all responses and answer questions thoroughly – as detailed as possible.

Step 2: Let us know who this letter is intended for (i.e. Common App or scholarship). Keep in mind each application deadline, they are not all the same!

Step 3: Please attach a resume **and** answer the following questions.

1. List several words that best describe you
2. List all colleges you are applying to and proposed major
3. What is your future career interest? Why?
4. What classes have you enjoyed the most and why?
5. List all extracurricular activities (i.e. sports, clubs, theater, etc.) you have participated in, please include date or year of participation.
 - a. Please highlight any leadership roles you held in these activities.
 - b. Include any awards received.
6. List all community service activities you have participated in, please include date or year of participation and number of hours completed.
 - a. Please highlight any leadership roles you held in these activities.
 - b. Include any awards received.
7. List any experience or activities that have had an impact on your life. If relevant, this would be a place to describe any unusual circumstances or challenges.

Teacher Feedback:

What teacher(s) are writing your letter(s) of recommendation?

- _____
- _____

Optional guardian statement:

Please include a brief typed paragraph providing any information about your student. Some things to consider; words that describe your student, outstanding accomplishments throughout high school, areas of growth, personal circumstances which may have affected your student's experience in school.