

# Request for Letter of Recommendation

Date: \_\_\_\_\_

To: \_\_\_\_\_

From: \_\_\_\_\_

Student Email: \_\_\_\_\_

I will be applying for scholarships, colleges, and/or job and I would like to ask you for a Letter of Recommendation. I will need the letter by the following date: \_\_\_\_\_, so I meet my deadlines. To make this task easier for you, I will provide you with information you may need to write the letter of recommendation. Please address the letter to "To Whom It May Concern:" unless I request a different salutation.

Graduation Year: \_\_\_\_\_ Grade: \_\_\_\_\_ GPA: \_\_\_\_\_

**Academics:** [See copy of attached transcript]

**Extra-Curricular Activities:** [Activities Listed on the Back of this Form]

**Three adjectives that describe me:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**Career Goals after High School and/or College:**

---

---

---

**Short Term Goals (1-4 years):** \_\_\_\_\_

**Long Term Goals (5-10 years):** \_\_\_\_\_

**Scholarships, Colleges, Jobs, and/or Military Academies I am applying to:**

---

---

---

**College Major** [if applicable]: \_\_\_\_\_ **College Degree Plan** [if applicable]: \_\_\_\_\_

Additional information that might be helpful i.e. travel experience/first in family to attend:

---

---

**NOTE: It is most helpful to use your high school or business letterhead when completing this Letter of Recommendation. Please be sure to include your signature or letter. Thank you.**

# Activities Record

Attach additional Activity Records if needed. Place an **X** near year(s) of participation.

<b>Student Government:</b> (example: SBO or class leadership positions)	9	10	11	12
<input type="checkbox"/> CHECK HERE IF YOU ATTENDED Camp RYLA, Boys or Girls State (Be sure to check year attended)				
<b>Organizations/Clubs:</b> (Note Leadership Positions)				
<b>Athletics:</b> (Specify Varsity, Junior Varsity, or Freshman)				
<b>Awards and Honors:</b>				
<b>Community Activities:</b> (Example: Mercy Hospital 175 hours, Car Wash 4 hours, Help raise funds for a needy family 8 hours, Health Fair 5 hours, etc) Be sure to include the # of hours that you have volunteered on the right columns.				
<b>Hobbies:</b>				
<b>Employment:</b> (State Duration)				