

# Recommendation Request Form

(Complete this sheet and bring it to the person from whom you are requesting a recommendation letter. Print as neatly as possible.)

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_ **Date Needed By:** \_\_\_\_\_

**Reason for Needing Recommendation Letter (check one):**

- College Admissions (first make sure that the college needs a recommendation letter)
- Scholarship Application
- Other Reason. Explain: \_\_\_\_\_

**What to Do with the Completed Recommendation Letter (check one):**

- Return the completed letter to the Guidance Office
- Mail the completed recommendation in the provided envelope (addressed and stamped by the student)
- Use the information on the form to complete a recommendation online (give the recommender the web link)
- Return to the student in a sealed envelope

**Please Respond to the Following as Honestly and Thoroughly as You Can:**

1. What are your educational and career goals?  
\_\_\_\_\_
  
2. Describe your three best qualities or traits. Give a specific example of how you have shown each.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  
3. Which of the activities that you have been involved with in high school have had the most impact on you? Describe one or two activities and why they were so meaningful.  
\_\_\_\_\_  
\_\_\_\_\_
  
4. What do you consider to be your greatest accomplishment? Explain what it was and why it is great to you.  
\_\_\_\_\_  
\_\_\_\_\_
  
5. What skills do you have that make you a good leader or show that you have leadership potential? Give examples.  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Describe an experience that you have had with the person who is making this recommendation that impacted you. (For example, "I thought I was a good writer before I had Mrs. Doe, but her tough critiques made me realize what I needed to do to make myself college ready. I now know I will be able to succeed in a college classroom.")  
\_\_\_\_\_  
\_\_\_\_\_