

Recommendation Letter Request Form

Student Name: _____

Email Address: _____

Recommendation Deadline: _____

College or Scholarship Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Website address: _____

Any selection criteria I should know about? _____

Any specific things about yourself that you would like me to emphasize: _____

EDUCATION

GPA: _____ RANK: _____ (can be estimates but indicate "around")

Academic honors or awards: _____

Participation in Special Programs: _____

EXTRACURRICULAR ACTIVITIES

Sport(s) and years played in HS: _____

Achievements you are proud of: _____

Club(s) and years involved in HS: _____

Leadership Positions/Achievements you are proud of: _____

Hobbies or Talents: _____

Achievements you are proud of: _____

Community and/or Volunteer experience: _____

WORK EXPERIENCE

Employer(s): _____

Job Title: _____

Date started and ended: _____

Responsibilities: _____

Noteworthy Distinction: _____

OTHER INFORMATION

1. What school(s) are you applying to or why are you applying to this scholarship? _____

2. What do you plan to major or study in college and what career field interests you?

3. Have you had any difficulties you have had to overcome? How has it affected your life?

4. What do you think you are good at doing? Describe why _____

5. What three adjectives would you use to describe you? Explain why these three fit you

