

REQUEST FOR A LETTER OF RECOMMENDATION

FULL NAME: _____

COLLEGE OR SCHOLARSHIP PROGRAM TO WHICH LETTER IS BEING SENT:

Name: _____

College/Scholarship name: _____

Information about College Program or Scholarship Program:

Address: _____

City, State, Zip: _____

GRADE POINT AVERAGE WHILE IN HIGH SCHOOL: _____

CLASS RANK: _____

CO-CURRICULAR ACTIVITIES AND HONORS RECEIVED:

Activity

Years Honors

Received/Position(s) Held

ANY OTHER HONORS/AWARDS/ACCOMPLISHMENTS/ACTIVITIES/SKILLS:

RELEVANT WORK OR INTERNSHIPS: (Make sure you list company, position, and length you were at this job--and any other information you feel I should know.)

VOLUNTEER WORK YOU HAVE DONE:

WHAT SPECIAL QUALITIES WOULD YOU LIKE TO INCLUDE IN THE LETTER OF RECOMMENDATION? (Examples would be: ability to work in a group, gets along well with everyone, is dependable, gets work in on time, shows leadership, etc. etc. etc.) **DON'T BE MODEST!**