

Letter of Recommendation Form

When possible, please give the writer at least 7-10 days prior notice when asking for a letter of recommendation.

The writer needs to know enough about you so they can write a recommendation that will make you stand out from every other student applying to the same scholarships and colleges as you are.

Answer the following questions and save to a Word document. Give a copy to the writer of your recommendation.

- **Include your name at the top of your document**
- Describe the purpose of recommendation (scholarship/college application, etc.)
- List three adjectives that best describe you and why.
- Describe any weaknesses or challenges that you have as a student and what you are doing to overcome them.
- Describe what is unique about you or experiences that you have encountered.
- Describe your college, career, and professional goals.
- List the advanced classes that you have taken or are taking and the grades you have received.
- List all of the extracurricular activities you are involved in (clubs, student government, sports, etc.), the years you were involved, and awards that you have received, as well as leadership positions that you have held.
- Describe community service you have been involved in, when it was completed, how many hours were involved.
- What are your talents, hobbies, and interests? (music, sports, theater, etc.)
- Please list anything else that you feel we need to know that will help us write a letter that separates you from everyone else.