

Student Name: _____

Student #: _____

Recommendation Letter

This form assists your counselor/teacher in writing a letter of recommendation. The more specific details you can give us, the more thorough your recommendation letter will be.

Please complete and return, allowing at least 2 weeks for it to be written.

1. **School Activities:** List the activities you have participated in, the number of years, and the amount of time per week you spent, and what you have gained or learned from each activity. (Consider artistic, athletic, literary, community service, and leadership positions).

2. Which activity was most important to you? Why?

3. What do you consider your most important activities outside of school?
Example: List jobs (paid or voluntary), religious activities, hobbies, travel, music, art, and drama. Include the number of years involved and the amount of time you spent on the activity weekly, and explain why this activity was significant to you.

4. In or out of school, please list any awards and/or honors you have received. Please also list any elected offices you have held.

5. Describe the academic accomplishment you are most proud of, and explain why (ex: major paper, science experiment, artistic project)

6. List your three most distinguishing or most admirable qualities. Explain.

7. What book(s) have had the greatest impact on you? Why?

8. What do you hope to accomplish after high school, college, and after? Consider your career goals and your broader goals.

Mail to: _____

Mail by: _____
