

# LETTER OF RECOMMENDATION FORM

Place your cursor in the shaded area to type.

## **STUDENT'S RESPONSIBILITIES:**

- Make sure the person you ask to write your letter knows you well.
- Make personal contact (appt) with the person; do not leave the request in a mailbox.
- Give the writer at least TWO WEEKS notice!

## **WRITER'S RESPONSIBILITIES:**

- Please consider the following in your letter: scholastic ability, leadership qualities, cooperation, initiative, motivation, maturity, personality, integrity, and reaction to criticism
- You may also wish to include: examples or anecdotes, reasons why the student is qualified, and your phone number or email address in case further information is needed.

STUDENT'S NAME:            GRADE:            DATE:

Letter to be addressed to (college, scholarship organization, etc):

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1. FUTURE GOALS:

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2. POST-SECONDARY PLANS:

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3. AWARDS/HONORS:

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4. SPECIAL INTERESTS, HOBBIES, TALENTS:

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**5. SCHOOL CLUBS/SERVICE ORGANIZATIONS:**

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**6. NON-SCHOOL ACTIVITIES (Church, Employment, etc):**

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**7. How would you assure a college that you would be a successful student?**

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**8. DESCRIBE YOURSELF (what makes you unique, strengths, attitudes, skills, etc):**

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