

Recommendation Request Form

(Please print)

Student Name: _____ Advisor: _____

Today's Date: _____ Date Requested for: _____

I would like my recommendation letter mailed directly: **Yes / No** (circle)

Name of Destination _____

Address _____ City _____ State _____ Zip _____

1. Cumulative GPA (see counselor if unknown): _____

2. What is the recommendation needed for? _____

3. Other coursework or activities (could include athletic teams), that are relevant and grades earned/accomplishments: _____

4. Special skills or talents and how you demonstrated them: _____

5. Statement of career/academic interests and goals (where do you want to go to school, what do you want to be): _____

6. List of relevant extracurricular and summer activities: _____

7. Honors, awards, or special recognition received: _____

8. Your personal background, including your family situation, such as if you will be the first in your family to attend college: _____

9. Hardships you have experienced in seeking higher education, such as being from a low-income background or living with parents who do not speak English: _____

10. Personal strengths that will make you a good college student, such as being inquisitive, motivated, disciplined, and hard-working: _____

11. Your commitment to other students and your community, as demonstrated by your volunteer work, willingness to help other students, and involvement in humanitarian causes: _____

12. Your leadership skills and experiences: _____