**Letter of Recommendation Request**

Today’s Date Date needed

2 weeks minimum

Your Name

Unweighted Cumulative GPA Weighted Cumulative GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_

SAT Read SAT Math ACT Comp.

Do you plan to retest? Which test and When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of letters/copies requested

**Remember:**

Include any required forms – be sure to fill in your part.

Include a plain envelope(s) if this letter(s) is to be returned to you – my signature will be across the seal.

Include a stamped, neatly addressed envelope if this is to be mailed to a college or scholarship. Leave the return address area blank.

*Provide a thank you note to all recommenders*.

**Include the following information, typed, on a separate sheet with your name at the top:**

1. Describe your college plans.
2. Describe community service or projects in which you have participated. (Where? Number of hours?) Specify leadership examples
3. Describe extracurricular activities that have been meaningful to you. Why?
4. Describe any honors you have received.
5. Describe any travel you have taken.
6. Describe any jobs outside the home you have held. (How long employed? How many hours per week?)
7. Discuss your personal and professional goals.
8. What are your proudest accomplishments, strengths or special talents?
9. List 5 adjectives that describe something about you.
10. Is there something special/unique about you that you would like mentioned in your letter? Please explain.

This letter is requested for the following **college**(s): Include a copy of one college essay.

If this letter is for a **scholarship**, please provide a copy of instructions for the recommender, or a copy of information about the scholarship, plus the above information and any additional information required.

**Name of scholarship(s) and information:**