

# **REQUEST FOR RECOMMENDATION**

Please complete this form and email or submit in person to the individual from whom you are requesting a letter of recommendation.

NAME \_\_\_\_\_ Contact # \_\_\_\_\_ Date Needed \_\_\_\_\_

Name of Scholarship or College \_\_\_\_\_

Instructions for submitting Letter of Recommendation \_\_\_\_\_

*For your BEST counselor recommendation, please complete the information below. Feel free to add anything of importance about you that has not been asked. This form can be used for both college recommendation requests and for scholarship consideration.*

1. What 6 words best describe you?
2. What is your career goal and why?
3. What are your 3 greatest strengths? (You can list more.)
4. What is a difficulty you have overcome and how did you accomplish this?

5. What do you consider to be your most significant contribution to date in its value to your school or larger community? Why was it important to others? To you?
  
  
  
  
  
  
  
  
  
  
6. Describe an undertaking in which you demonstrated leadership. What circumstances prompted your involvement? How did you go about it? What did you learn from your shortcomings and successes?
  
  
  
  
  
  
  
  
  
  
7. What accomplishments are you most proud of and why?
  
  
  
  
  
  
  
  
  
  
8. What do you feel is really important to know about you? What would you like colleges and scholarship committees to note about you?
  
  
  
  
  
  
  
  
  
  
9. Anything else you would like to share about you, your background, your goals, your challenges, your passions, ....anything?

# High School Activities and Honors

Please list any offices/leadership positions held in appropriate grade. Check box for any year of participation.

Activity	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Band				
Beta Club				
Student Government				
DECA				
VICA				
FBLA				
FFA				
HOSA				
FCCLA				
Library Club				
Yearbook				
ROTC Drill Team				
Drama				
Science Club				
Network of Christians				
Journalism				
Foreign Language Club				
Student Advisory Council				
Chorus				
Assistant				
Peer Tutor				
Other:				

Community Service: (List what you did, when, and how many hours served for each project/event/activity) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

High School Honors and Awards:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Any other notable activities or accomplishments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# High School Athletics and Honors

Please list any offices/leadership positions held in appropriate grade. Check box for any year of participation.

Sport	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Baseball				
Softball				
Basketball				
Football				
Soccer				
Wrestling				
Cross Country				
Track				
Golf				
Tennis				
Volleyball				
Cheerleader				
Swimming				
Other:				

Honors and Awards:

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## Academic Info

GPA Weighted \_\_\_\_\_ Unweighted \_\_\_\_\_ Rank \_\_\_\_\_

Best SAT score (reading and math) \_\_\_\_\_ Writing \_\_\_\_\_

Best ACT score \_\_\_\_\_