

# REQUEST FOR RECOMMENDATION

## STUDENTS:

- ✓ Allow for at least two weeks lead time before the letter is due.
- ✓ Fill this form out completely and make the request personally with the teacher...do not leave the form in a mailbox and assume that it will be written.
- ✓ Include any forms that are needed to accompany the letter.
- ✓ Follow up with your counselor and/or teacher prior to the due date to ensure it has been written.
- ✓ Write a short thank you note to the teacher upon completion.

## TEACHERS:

- ✓ Try to focus your comments on specific achievements in the classroom.
  - ✓ Return the letter and any accompanying forms to the counselor of the student.
  - ✓ Letters are kept confidential. If you wish to share your letter you may do so.
  - ✓ If you have any questions please ask and thank you for your time.
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Student's Name \_\_\_\_\_

Counselor \_\_\_\_\_

Today's Date \_\_\_\_\_ Return to Counselor by \_\_\_\_\_

Type of recommendation: General Admission Scholarship Job Other \_\_\_\_\_

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Describe your educational goals, including your intended college(s) and areas of study:

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List any activities and/or clubs in which you have participated:

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List any honors or awards you have received:

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List any special hobbies, interests, talents (bilingualism, music, etc.):

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Three words to describe me are: \_\_\_\_\_, \_\_\_\_\_,  
and \_\_\_\_\_.

In your class I am most proud of:

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What sets me apart from my peers in your class has been:

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I have demonstrated my strengths in your class by:

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Areas I could have improved upon in your class include:

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Are there any personal circumstances that have affected your achievement in class?

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Any other information that is important for your teacher to know...

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THANK YOU!