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.

Student’s Name ________________________________
Counselor ____________________________________________

Today’s Date ______________________  Return to Counselor by _________________

Type of recommendation: General  Admission  Scholarship  Job  Other ___________________

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

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

List any honors or awards you have received:
_____________________________________________________________________________________
_____________________________________________________________________________________

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

Three words to describe me are: _____________________, _____________________, and _____________________.

In your class I am most proud of:
_________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

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

I have demonstrated my strengths in your class by:
_________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

Areas I could have improved upon in your class include:
_________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________________________

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

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

THANK YOU!