

# LETTER of RECOMMENDATION FORM

## STUDENT'S RESPONSIBILITIES:

- Make sure the person you ask to write your letter knows you well.
- Make personal contact (appt) with the person; do not leave the request in a mailbox.
- Give the writer at least TWO WEEKS notice!
- Complete the following information sheet to assist the writer

## WRITER'S RESPONSIBILITIES:

- Please consider the following in your letter: scholastic ability, leadership qualities, cooperation, initiative, motivation, maturity, personality, integrity, and reaction to criticism
- You may also wish to include: examples or anecdotes, reasons why the student is qualified, and your phone number or email address in case further information is needed.

STUDENT'S NAME:

DATE:

Letter to be addressed to (college, scholarship organization, etc):

FUTURE GOALS:

POST-SECONDARY PLANS:

AWARDS/HONORS:

SPECIAL INTERESTS, HOBBIES, TALENTS:

SCHOOL CLUBS/SERVICE ORGANIZATIONS:

NON-SCHOOL ACTIVITIES (Church, Employment, etc):

How would you assure a college that you would be a successful student?

DESCRIBE YOURSELF (what makes you unique, strengths, attitudes, skills, etc):