

# Request for College/Scholarship Recommendation Letter

To: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date request submitted: \_\_\_\_\_ Date letter needed: \_\_\_\_\_ **(please allow at least 2 weeks)**

\_\_\_\_\_ Student will pick up the letter and mail it to the college/scholarship

\_\_\_\_\_ Please mail the recommendation letter directly to the college/scholarship. **(Student needs to provide a stamped, addressed envelope)**

Name of College/Scholarship: \_\_\_\_\_

Attention: \_\_\_\_\_

Address of College/Scholarship: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Please use the attached form provided by the college/scholarship: YES OR NO

In order to write an accurate recommendation, listed below are my unique qualities, accomplishments and career goals. **I have also attached a copy of my transcript.**

1. My grade point average is: \_\_\_\_\_

2. My SAT/ACT test scores are: \_\_\_\_\_

3. My class ranking is: \_\_\_\_\_

4. I have taken/enrolled in the following honors and AP courses: \_\_\_\_\_

\_\_\_\_\_

5. I have received the following awards: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. I have participated in the following academic, sports and/or extracurricular activities (please include dates): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Leadership activities I have participated in include: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. The course I have enjoyed the most in high school and why are \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. A description of the volunteer work I have participated in include (please include dates):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. The job(s) I have had while in high school and any special training needed (for example, CPR training, first aid, etc): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. I feel my greatest strengths are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

12. My plans for the future are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. I want to attend this college because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. My intended major will be: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. Challenges I have had to overcome: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. 3 words I would use to describe myself are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_