Requesting a Recommendation Letter

Student Information for College Recommendation

STUDENT NAME: _____

GRADE IN SCHOOL: junior senior GPA: _____

EMAIL ADDRESS: _____

Teacher's Name: _____

Course(s) with this Teacher): _____

Thank you so much for agreeing to write this letter of recommendation on my behalf. I asked you because I think you are someone who knows me well and who can accurately speak on my potential for academic success in college. This information may be helpful as you write the recommendation. For each recommendation being mailed, I have attached a stamped, addressed envelope for your convenience. I appreciate the time and effort you will take in writing this recommendation for me.

1. List colleges to which you are applying and due dates:

   _____ _____

   _____ _____

   _____ _____

2. College major/interests: _____
3. Career goals: _____

(Include the next page with your request.)

Name: _____ Phone Number: _____

Email Address:_____

Extracurricular Activities (clubs, sports, etc.):

Activity	School Years	# of hours per week	Description
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		

Awards & Honors:

Name of Award	School Years	Organization & Responsibilities
	__9 __10 __11 __12	
	__9 __10 __11 __12	
	__9 __10 __11 __12	
	__9 __10 __11 __12	

Leadership Positions:

Position	School Years	Organization/Activity & Responsibilities
	__9 __10 __11 __12	
	__9 __10 __11 __12	
	__9 __10 __11 __12	
	__9 __10 __11 __12	

Community Service:

Activity	School Years	# of hours per week	# of weeks per year
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		

Work Experience:

Position, Place of Employment	School Years	# of hours per week	Responsibilities
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		
	__9 __10 __11 __12		