**Letter of Recommendation Request Form**

Name: \_\_\_\_\_\_\_\_\_\_ Today’s Date:

Email: Date Needed:

Type (Electronic or paper.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where does it need to be sent?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If it needs to be mailed please provide a stamped and addressed envelope**

What is this letter for? *Be specific.* If you have specific information about the college, program, or scholarship that you are applying for that would help me write the letter, please attach that information.

***Background Information:***

1. College of attendance:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. College Major/Interests: \_\_\_\_\_\_
3. Career Goals:
4. Your cumulative GPA: \_\_\_\_\_\_\_ Class rank ­
5. What are some things you want the letter to emphasize and discuss? (examples: financial need, non-native, first in the immediate family to attend college, talents, special honors/awards, leadership roles, etc.)
6. What sets you apart or makes you different from other students for the school/scholarship for which you are applying?
7. What AP and Pre-AP classes have you taken? Do you have any comments about why you chose any of these rigorous classes? Any comments about how you learn to budget your time?
8. Extracurricular activities (both in and out of school) athletics, jobs, internships, community service? If you have a resume please attach it.
9. What was your biggest challenge in your high school career so far and how did you overcome it?
10. Can you give me specific evidence of your motivation and likelihood to succeed in the future?
11. What question have I failed to ask? What else do you want me to tell the colleges/scholarship board you’re applying to?