

LETTER OF RECOMMENDATION REQUEST

NAME: _____

CAREER GOAL: _____

GPA: _____ **CLASS RANK:** _____ **OUT OF** _____ **COMPOSITE ACT:** _____

DATE RECOMMENDATION IS NEEDED: _____ **DATE RECOMMENDATION REQUESTED:** _____

REASON FOR RECOMMENDATION (e.g., employment position, scholarship application, postsecondary education):

DESCRIBE THE JOB, SCHOLARSHIP CRITERIA, OR SCHOOL (public, private, how competitive) **IN DETAIL:**

COURSES TAKEN IN HIGH SCHOOL CONTRIBUTING TO YOUR GOALS:

ACTIVITIES (extracurricular, out of school, volunteering, leadership roles/recognitions and amount of time):

OTHER AWARDS/HONORS RECEIVED:

WORK EXPERIENCE:

MY GREATEST STRENGTH IS...

ANYTHING ELSE YOU WOULD LIKE ME TO KNOW: