

Request for Letter of Recommendation

Name _____ Date Requested _____

Letter to be addressed to _____

GPA _____

Current Schedule:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Leadership:

| Position | Grade Level | Hours/Week |
|----------|-------------|------------|
| | | |
| | | |
| | | |

Clubs:

| Position | Grade Level | Hours/Week |
|----------|-------------|------------|
| | | |
| | | |
| | | |

Community Service:

| Position | Grade Level | Hours/Week |
|----------|-------------|------------|
| | | |
| | | |
| | | |

Employment:

| Position | Grade Level | Hours/Week |
|----------|-------------|------------|
| | | |
| | | |
| | | |

Volunteer:

| Position | Grade Level | Hours/Week |
|----------|-------------|------------|
| | | |
| | | |
| | | |

Honors and Awards:

| Title | Grade |
|-------|-------|
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| | |

Athletics:

| Sport | Grade |
|-------|-------|
| | |
| | |
| | |

Special Interest, Talents, Hobbies, Travel

| Special Interest, Talents, Hobbies, Travel | Grade |
|--|-------|
| | |
| | |
| | |

Future Plans and Goals: What school/training and degree or certificate do you plan on acquiring?

What unique qualities do you have to offer? Why should you be selected over other candidates?

List three words that best describe you.

Personal information you would like to include. Your statement may include strengths, attitudes, skills, difficulties that you overcame, or that moment for your “turn around.”
