

# Letter of Recommendation Request Form

(Please give teachers at least one week notice to prepare letter)

Name \_\_\_\_\_

As you prepare college, scholarship and job applications, you may need to ask a teacher or counselor for a letter of recommendation. You should complete this document and make copies as needed. This will assist people in writing "about you" rather than just listing your accomplishments.

## I am requesting this letter for: (Check one below)

College Application to \_\_\_\_\_  
*(Name of College/School)*

Scholarship Application for \_\_\_\_\_  
*(Name/Type of Scholarship)*

Job/Apprenticeship with \_\_\_\_\_  
*(Name of Business)*

List five characteristics that describe you:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Career Objective(s):

Favorite Subject(s):

My major strength(s):

Academic Accomplishment(s):

Honors/Recognitions:

Other notable accomplishments:

Extracurricular activities out of school:

Extracurricular activities in school:

Letter of Recommendation Request Form