

Letter of Recommendation Request Form

Your Name _____

Date given to recommender _____

****You MUST give your recommender at least TWO WEEKS to prepare the letter

Date the letter is needed _____

Name of the scholarship _____

To whom should the letter be addressed _____

The address where the letter will be going _____

(Check One)

_____ Mail the letter (Provide the stamped addressed envelope)

_____ Give the letter to me (the student)

_____ The application is online (email the letter)

Where online? _____

Directions: These questions do not have to be answered using complete sentences.

1. Your current class rank is _____ out of _____ students.

Your current GPA is _____.

2. List your completed or currently enrolled honors, dual credit, or AP classes.

3.. List five adjectives that describe something about you as a person:

A.

B.

C.

D.

E.

4. What are your personal and professional goals?

5. Where do you plan to go to school?

6. What majors / minors are you considering?

Directions: Complete the following questions using **COMPLETE SENTENCES**. Remember the more information you provide, the better letter the recommender can write. The more you “brag,” the more the recommender can “brag” about you!

1. What are some of your academic accomplishments? (Remember to include years)

2. What extra-curricular activities are you involved in during high school? Remember to not *just* use abbreviations. (Remember to include years)

For example, write: I have been an active member in SWAT (Students Working Against Tobacco) both my junior and senior years.

3. What have you done for volunteer activities? Explain.

For example, don't just list Relay for Life ... Were you a runner? Were you an organizer? Were you a worker? Were you a donator?

Note: If you went on a mission trip, describe what you did there.

4. What has been your work experience during high school? (Remember to include years)

Note: Do not just list Bethesda. Many will not know what this is. Explain what it is and include your job details.

5. What other information would you like included in the letter?

6. Does the scholarship have any requirements that especially fit you?