

Letter of Recommendation Request Form

Name: _____ Room# _____

A student must be in good standing to receive a letter of recommendation. All requests must be made two weeks prior to the due date. This is the date you need the letter.

Due Date: _____

High

School: _____

Program (if applicable) _____

Be specific in answering the following questions. Supply names and years.

Section I: Why do you want to attend this school? What will this school offer that is different from another?

Section II: Describe yourself as a student. How do you demonstrate yourself as a well-rounded student? Limit yourself to accomplishments and awards within 7th and 8th grades. You may list hobbies if you explain how they demonstrate you as a well-rounded individual. Include awards and any clubs/groups. Include the years that you participated in these activities. Use names and dates! Think: If I have not done anything all year, why would I deserve a high school spot above someone else.

Section III: What are your future goals? Choose. Having no goals weakens a letter of recommendation. How will this school help you achieve your goals?