

## Request for a Letter of Recommendation

*(Use this if you do not have a resume...give a copy to each person you are requesting a letter of rec from)*

My Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Would you please write me a letter of recommendation for

- College Application \_\_\_\_\_
- College Scholarship \_\_\_\_\_
- Summer Program/Job \_\_\_\_\_

### **About Me:**

My High School GPA \_\_\_\_\_ My ACT/SAT Scores \_\_\_\_\_

My academic strengths:

Club, Sport, Activity, Job involvement *(include number of years in each)*:

Volunteer Work *(include approximate number of hours)*:

Awards and Honors I've Earned:

Some of my Personal Strengths:

Something you may not know about me:

My post-high school plans and goals, career plans:

Date Needed \_\_\_\_\_ *(Allow a minimum of two weeks)*