

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)*