

## College & Scholarship Recommendation Letter Request

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Requested for Recommendation Completion: \_\_\_\_\_

Weighted GPA: \_\_\_\_\_ Unweighted GPA: \_\_\_\_\_

Instructions:

- ✓ **Minimum of 2 weeks Notice Required** – Submit this form at least 3 weeks in advance of any required submission date to allow sufficient time to write a recommendation letter.
- ✓ It is the **Student's Responsibility** to request an Official Transcript and provide it to their School Counselor if required on the application.
- ✓ You do not need to provide a stamped envelope when submitting this information.

Does the college require a specific recommendation form? If they do, please attach.

**A. Identify the College(s) you are applying to:**

A. \_\_\_\_\_ **Yes or No**

B. \_\_\_\_\_ **Yes or No**

C. \_\_\_\_\_ **Yes or No**

D. \_\_\_\_\_ **Yes or No**

**B. Activities & Experience**

**1) List any Clubs, Organizations or Student Activities:**

Activity Names:	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Leadership Position and/or Special Accomplishments(s)	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>

**2) Community Involvement:**

Community Activities:	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Description of Involvement:	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>

**3) Sports:**

Sports / Grade-level participation	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Award, Honor or Special Recognition / Did you Letter? Grade(s) when recognized	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>

**4) Awards / Honors / Recognition:**

**5) Work Experience:**

i. Do you currently work? Y or N If yes, who is your employer? \_\_\_\_\_

How long have you worked there? \_\_\_\_\_

What are your duties? \_\_\_\_\_

ii. Previous work experience:

1. Employer: \_\_\_\_\_ Total time employed: \_\_\_\_\_

Job Duties: \_\_\_\_\_

**C. Enter the Armed Services (Again, please check each branch being considered):**

- Army
- Navy
- Air Force
- Marine Corps
- Coast Guard

Other: \_\_\_\_\_

**D. Self-Assessment:**

Rating (place an X)	Average	Above Average	Exceptional	One of the best in my class
Motivation				
Participation				
Leadership				
Organization				
Writing Skills				
Creativity				
Academic Integrity				

**E. What are your future goals after college or completion of your vocational training?**

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**F. Describe yourself as an individual. Include your strengths, weaknesses, your personal and academic attributes. Also, include what you consider to be your greatest accomplishment thus far; what has given you a great sense of pride?**

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**G. Is there anything about your life you would like your counselor to be aware of in writing your letter? Consider, academic aspirations, learning difficulties, shared interests, family issues, work experience, life events which have had a significant impact on your interests or concerns:**

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**H. Financial Assistance (Optional):**

Do you have a financial or personal circumstances that affect your ability to apply or attend to college? Yes or No

*Please explain:*

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