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| **Request for Recommendation Letter** |

This form should be used for people writing Recommendation Letters for the student and **please allow two weeks** for the letter of recommendation.

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| To:  |  |
| From: |  | Date: |  |
| I am applying for |  |

**I would appreciate a letter of recommendation: Mark the box you chose.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Sent in the attached self- addressed stamped envelope.  | Postmarked by:  |  |
|  | Returned to the Guidance Office.  | By this date: |  |
|  | I will pick up the recommendation letter. | On this date: |  |

**Please comment on the following checked boxes:**

|  |  |
| --- | --- |
|  | My ability and willingness to study |
|  | My ability to work with people |
|  | My sincerity to pursue training beyond high school |
|  | My personal attributes and skills |
|  | How long you have known me and in what capacity |
|  | Other: |

**Personal Data:**

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| --- |
| Family History: (Parents=names, occupations, siblings names and ages) |
|  |
| Hobbies: |  |
| Volunteer Activities: |  |
| Leadership Position: |  |
| Activities & Involvement: |  |

|  |  |
| --- | --- |
| ACT score: |  |
| Class Rank: |  |
| Grade Point Average: |  |

**College:**

|  |  |
| --- | --- |
| Attending: |  |
| Studying: |  |
| Future job: |  |
| Other: |  |

Work Experience (Date, Place, Job Description)

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Other: (Is there anything else you would like to tell us about yourself?)

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