

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.

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:

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)

--

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

--