

Student Recommendation Form

Name:

Today's Date:

Date Needed:

I am requesting a recommendation for (select from drop-down menu):

Special Instructions:

Indicate to whom the letter should be addressed and where it should be mailed OR if a copy should be returned to the student making the request. Provide special instructions for completing the recommendation if a specific form is requested in place of or in addition to a letter.

Description of Request:

Give a brief statement as to why you should be considered for entrance to the college, scholarship, award, or job you are seeking. (Attach a copy of the application, if available.)

List 3-5 adjectives that best describe your personal characteristics.

List 3-5 adjectives that best describe you as a student.

What are your goals for the future?

List any special talents or qualities you possess that would be helpful for the writer to know when writing this recommendation.

Extra Curricular Activities:

Name of Activity:	Year(s) Involved	Leadership Role(s)
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	

Community Activities (clubs, hobbies, private lessons):

Name of Activity:	Year(s) Involved	Leadership Role(s)
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	

Employment or Long-Term Volunteer Experiences:

Name of Employer or Agency:	Year(s) Involved	Job or Volunteer Description:
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	

Coursework helpful for the college, scholarship, award, or job applying for (example – advanced placement, related elective class):

Name of Course:	Year(s) Involved	Leadership Role(s)
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	

List any special awards, certifications, or other achievements you have earned in high school or in the community.