

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)*