

LETTER OF RECOMMENDATION REQUEST FORM

Full Name	Student Number
Address	Phone Number

ACT TEST SCORES

SAT SCORES

GPA	Test Date	ACT Composite	ACT English	ACT Math	ACT Reading	ACT Science	Test Date	SAT CR	SAT M	SAT W
PSAT SCORE	Test Date	ACT Composite	ACT English	ACT Math	ACT Reading	ACT Science	Test Date	SAT CR	SAT M	SAT W
PSAT SCORE	Test Date	ACT Composite	ACT English	ACT Math	ACT Reading	ACT Science	Test Date	SAT CR	SAT M	SAT W

Please answer the questions below as thoroughly as possible. A detailed description will help your letter of recommendation be more personal. If you need more room, attach a separate sheet of paper.

State the purpose of this letter. (If you are using this letter for a particular scholarship, college admissions or an employment opportunity, what are specific topics you would like me to pay particular attention to in this letter?)

College Major(s):

Describe your educational goals / interests:

Describe your career goals / interests:

Describe any honors or awards you have received and how you earned them:

Describe any clubs or organizations you have been a part of, both in and out of school. Include when and how long you were involved and what you did:

Describe any leadership positions you have held, both in and out of school. Include when and how long you were involved and what you did:

Describe any community service you performed, how long you were involved, and what you did:

Describe any special interests, skills or hobbies you have: (include why something became of interest to you or how you became involved in a particular hobby.)

What is the biggest obstacle you have had to overcome in your life and what have you learned as a result?

What do you see as your strengths and why someone would want to have you at their college or place of business?

Use the space below or attach additional pages, if necessary. Keep a copy of this information to supply to everyone from whom you are asking for a letter of recommendation.