

Parrish Community High School

To help your recommender (counselor or teacher) write a more detailed recommendation letter for you, please answer the following questions and return them to your chosen recommender(s). **Please give your recommender a minimum of two weeks' notice.**

Name: _____ Date Requested: _____ Date Needed: _____

Email Address: _____ Phone Number: _____

Purpose of letter: ☐ College Admission ☐ Scholarship Application ☐ Other

☐ Please provide a generic "To Whom it May Concern" letter

☐ Please provide a specifically addressed letter to: _____

☐ I have attached a copy of the Teacher Evaluation from the specific college/scholarship to be included.

Letter is to be: ☐ Returned to me in a sealed envelope by _____.

☐ Mailed in the attached stamped and addressed envelope.

☐ Submitted electronically. I will or have already sent you a link.

Future/Career Goals _____

List three adjectives that best describe you. _____

Are there any circumstances/adversity that you feel have had an impact on your academic performance? ☐ Y ☐ N

If yes, please explain _____

What courses have you enjoyed the most in school and why? _____

What will you have to change, if anything, in order to be successful in college? _____

Tell me something that you did nice for someone. It can be a little thing that nobody knows about, or it can be something that everyone knows about you. _____

Is there anything else you would like for me to know? _____

THIS PAGE CAN BE LEFT BLANK IF YOU HAVE ATTACHED A RESUME IN ITS PLACE.

SCHOOL INVOLVEMENT

List all activities in which you have participated in high school. Include clubs, teams, musical groups, etc.

Club/Organization/Athletic Team	Years Participated				Leadership Positions Held
	9 th	10 th	11 th	12 th	

List any awards or recognitions you have received through these organizations.

COMMUNITY INVOLVEMENT

List all activities in which you have participated and note any accomplishments in each. These should be activities outside of school in which you participated for the betterment of your community.

Community Organization	Years Participated				Accomplishments
	9 th	10 th	11 th	12 th	

WORK EXPERIENCE

List any employment experiences.

Employer	Years Participated				Job Title & Responsibilities
	9 th	10 th	11 th	12 th	