

Letter of Recommendation Request Form

Braden River High School

To help your recommender (counselor, teacher, or coach) write a more detailed recommendation letter for you, please answer the following questions, and give this to your chosen recommender(s). **Please give them 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 letter addressed to: _____

_____ I have attached the Teacher Evaluation form from the specific college or 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 send you the link.

HELPFUL INFORMATION

Future/Career Goals _____

List 3 adjectives that best describe you. _____

Are there any situations that you feel have had an impact on your academic performance? _____

If yes, please explain. _____

What course have you enjoyed the most and why? _____

Is there anything else I need to know about you? Strengths/Weakness, Hobbies/Passions: _____

SCHOOL INVOLVEMENT

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

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

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 the community.

Community Organization	9 th	10 th	11 th	12 th	Accomplishments

WORK EXPERIENCE

List any jobs you have had.

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