

REQUEST FOR A LETTER OF RECOMMENDATION

If you are requesting a letter of recommendation I probably already know a great deal about you and that's why you have decided to ask me your teacher to write you one. However, to refresh my memory and to fill me in on more about you and the kind of recommendation you are requesting, please complete the following questionnaire.

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Name: _____

When do you need this letter completed by: _____
(Please note: I ask for a minimum notification of 10 days before you need the letter completed)

What is this recommendation for (circle which applies): University admission scholarship

Please provide me the names of the universities / colleges or scholarships for which you are applying so that I know who I should be directing this letter toward:

Format being requested (circle which applies) Electronic submission through Naviance Hard copy / paper & envelope

Courses for which I was your teacher and when they took place:

Course	Semester / Year
_____	_____
_____	_____

Extracurricular:

List any school clubs you are a member of and any club officer position you may have held:

List any school sports (JV or varsity) you have participated in while in high school:

List any non-school related extracurricular activities, volunteering / community service you have done:

Have you had a part-time job while in high school? Explain.

Why did you choose me to write this for you? _____

In what areas do you think you stood out in my class? _____

Lastly, where do you see yourself in five years from now? _____
