

LETTER OF RECOMMENDATION REQUEST WORKSHEET

PLEASE ALLOW 2 WEEKS NOTICE

Student: _____

Today's Date: _____ First College Due Date: _____

Please provide your teacher/counselor with any necessary college or scholarship paperwork required to accompany their letter of recommendation.

Please provide a list of colleges/scholarships to which you are asking me to send a letter of recommendation and their due dates:

1.	Due:	6.	Due:
2.	Due:	7.	Due:
3.	Due:	8.	Due:
4.	Due:	9.	Due:
5.	Due:	10.	Due:

Please rate your personal qualities in comparison to other students in your grade:

	Below Average	Average	Above Average	Outstanding
Academic Achievement				
Motivation				
Disciplined Work Habits				
Leadership				
Responsibility				
Confidence				
Activity Level				

What do you intend to study in college? What has inspired you to pursue this area?

What do you see as your strengths in general?

Describe the qualities that set you apart from your peers?

Please list the activities, volunteer experiences, or paid jobs you have participated in while in high school. Please include how long you were involved in each area.

Activities:

Volunteer:

Paid Jobs: