

Letter of Recommendation Request Form

Student's Name: \_\_\_\_\_

Cum GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_

I am applying for acceptance into a college, military academy or for a scholarship and would very much appreciate you writing a letter of recommendation for me. Please make it a general letter of recommendation so that I can use the same letter for wherever I decide to apply.

**TEACHER NOTE:** On the reverse side please find some suggested topics that may assist you in writing the recommendation.

**STUDENT NOTE:** Consider answering the following to assist the teacher you have asked to write your recommendation letter. You can also complete the "Resume" section on PrepHQ.

Honors and awards received: \_\_\_\_\_

\_\_\_\_\_

Extracurricular(s) involved in: \_\_\_\_\_

\_\_\_\_\_

Athletics involved in: \_\_\_\_\_

\_\_\_\_\_

Community activities (including religious affiliated activities) involved in: \_\_\_\_\_

\_\_\_\_\_

I work at \_\_\_\_\_ # of hours I work per week \_\_\_\_\_

What major or career have you chosen and why? \_\_\_\_\_

\_\_\_\_\_

What are your aims, goals and ambitions? \_\_\_\_\_

\_\_\_\_\_

What are some important or significant events in your life that will enhance this recommendation? \_\_\_\_\_

\_\_\_\_\_

What are your main strengths? \_\_\_\_\_

\_\_\_\_\_

What leadership potential have you already exhibited? \_\_\_\_\_

\_\_\_\_\_

## **SUGGESTIONS FOR WRITING STUDENT RECOMMENDATIONS**

Writing a letter of recommendation is not an easy or quick process. Please understand that your letter is perhaps the only testimony for the student's personality, character and potential that a future employer or college may receive. Please be honest, positive and frank in your appraisal of the student.

- Always try to be as specific as possible and cite detailed examples.
- Comment on the student's ability and results in your class. Include personal initiative, preparedness, attention, depth of background, accuracy of knowledge, pride in work, involvement in class, willingness to help others, contributions to the subject matter, ability to reason logically, self-discipline and work ethic.
- Comment on the student's ability to take on a project, organizational skills and diligence to finish.
- Comment on the student's willingness to go over and beyond what is required in the class.
- Comment on the student's ability to express himself both verbally and in written form.
- Comment on the student's persistence in overcoming any limitations he may have.
- Comment on the student's leadership abilities both inside and outside the classroom.
- Comment on the student's relationship with peers and adults.
- Comment on the student's character, personality, sense of humor as well as his reaction to constructive criticism or praise.
- Comment on the student's involvement in activities at Elder.