

**CALVERT HIGH SCHOOL
GUIDANCE DEPARTMENT**

REQUEST FOR WRITTEN RECOMMENDATION

NAME: _____

Please complete the following information and submit to your counselor/teacher if you wish to have a recommendation written. Remember to give your counselor/teacher **at least 10 school** days to write it.

What are your educational and career goals?

List all awards and honors you have received:

List all extra-curricular activities in which you have been involved. Include clubs, sports, dance, drama, etc.

Describe any community activities in which you have been involved:

Describe all jobs you have held, including the length of time employed:

Describe your personal strengths, and include at least two personal values:

Add any other important information you would like us to share with your college. Include any special circumstances:

You may use the back of the sheet if necessary.