



## REQUEST FOR LETTER OF RECOMMENDATION

Student Name: \_\_\_\_\_

Today's date: \_\_\_\_\_

Date when letter is needed: \_\_\_\_\_ (DO NOT WRITE ASAP!)

Will you need physical copies of your letter? YES NO If yes, how many? \_\_\_\_\_

*If you would like to use this recommendation on Common App or Coalition, please be sure to add the counselor/teacher as a recommender on the online system PRIOR to giving them a request form!*

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Please answer the following questions as honestly and completely as possible.

**REMEMBER TO ALLOW AT LEAST 10 SCHOOL DAYS FOR THE LETTER TO BE WRITTEN!**

1. What are your educational goals/intended field(s) of study? Why?
2. Why are you a good match for the schools/jobs to which you are applying?
3. List any honors or awards you have received in high school. Include school year when they were awarded. (You may also attach a list).
4. List your activities both in and out of school. Include clubs, sports, drama, volunteer work, jobs, etc. Also include dates of participation. (You may also attach a list).
5. What are your most significant activities in and out of school (work, sports, volunteering, etc.)?
6. What do you value most about your activities? What have you learned from these experiences?
7. Do you feel that you have leadership potential? Please elaborate on your response.

8. What are three adjectives that your friends would use to describe you and why?
  
9. How would your teachers describe you?
  
10. Do you feel your transcript accurately reflects your academic abilities? If not, why?
  
11. Describe an obstacle which you have overcome or share something about yourself that would make you stand out from the other students in the pool of applicants.