

So you need a Recommendation Letter? Let's get to work.

What is a letter of recommendation? A letter of recommendation is a letter written by someone who can recommend an individual based on their work or academic performance. This can include teachers, coaches, past employers, etc. Anyone who can vouch for you and your qualifications/skills/abilities, can write a letter of recommendation for you. Keep in mind, this does not mean friends or family!

Before you ask for a letter of recommendation, make a list of the people you can ask. From there, list the people in order from who you think can give you the best representation to the company. After you make the list, contact the top three people to see when they can meet you. That way you can formally ask them to write you a letter. If they are unable to meet, ask them either through a phone call or email.

It is understandable to be nervous when asking for a letter of recommendation. The best way to make the person on the other side feel comfortable is to offer them as much help possible. After agreeing to write a letter of recommendation, you should give them the document on the next page.

A couple things to note! ☺

- Let the person writing the recommendation letter when it is due and the best way to get it to you.
- Give them the document on the next page, fully filled out!
- When you receive your letter of recommendation, always make a copy and keep it saved in a folder! This makes it easier for you to apply to future positions.

REQUESTING A LETTER OF RECOMMENDATION

Name: _____ Phone/email: _____

Please complete all the information on this form so that a recommendation can be made that represents you as thoroughly and accurately as possible. The purpose of a recommendation is to help a decision-maker get a better picture of your potential, so remember to provide information about those things that are unique to you and be sure to let the recommender know what your transcript does NOT say about you. Please provide a transcript and feel free to attach any additional information!

Personal Qualities Which Describe Me

Please list the qualities that you, your teachers, friends, employers, or family members like best about you:

- _____
- _____
- _____
- _____

My Achievements

Please list your academic achievements that you are most proud of:

- _____
- _____
- _____
- _____

My Extra-Curricular Activities

Please list any extra-curricular activities you took part in, the grade level you participated, and any position you held:

Name of Activity/Club/Sport	Grade Level	Position (President, Treasurer, Member, Captain, Player, etc.)

My Leadership Experience

From your list of extra-curricular activities, please describe a situation in which you took a leadership role:

Describe a valuable contribution or accomplishment you have made to your school or community that you are most proud of:

My Financial Background

Describe any financial circumstances, which may impact you attending college. Please include any extenuating circumstances, such as illness or unemployment. Total Family Size: _____ Number of siblings in college: _____

Do you work to help support your family or so that you can earn your own money for personal expenses? If yes, tell me about your work experience, how many hours per week you work, and how you spend your money from working. If no, why do you not work and do you plan to work in college?

Other Relevant Information

What are you passionate about? What intrigues you? _____

What are your homework/study habits? Are you prepared to be a college student? _____

How will you set yourself apart from all other applicants? What outstanding traits/experiences do you have that will impress a college or scholarship committee? _____

Describe yourself to your future college roommate: _____

Describe any barriers that you fear may prevent you from achieving your academic goals. _____

What do you hope to gain from your college experience? _____

Where do you see yourself 5 years from now? 10 years from now? _____

Academics

Overall Weighted GPA: _____ Overall Non-Weighted GPA: _____ Class Rank: _____ of _____

AP/Honors Courses

Course	X If taken	Grade Taken or Planned	1 st Semester Grade	2 nd Semester Grade	AP Exam Score
Hon American Lit					
Hon Pre-Calculus					
AP Chemistry					
AP U.S. History					
AP Government					
AP Calculus					
AP Language & Comp					
AP Literature & Comp					

If you did not take all of the AP/Honors courses available, please explain why: _____

College Courses

Course	College	Units	Grade

Self-Evaluation

Considering the courses that you have taken throughout your high school years, in comparison to other college bound students, would you consider your schedule to be:

- Most Demanding (6-9 AP/Honors courses)
- Very Demanding (1-5 AP/Honors courses)
- Demanding (Took college-prep choices above and beyond a -g requirements)
- Average (Minimal college-prep choices to meet a-g requirements)
- Below Average (Did not/ will not meet a-g requirements)

If you were starting high school over again, would you choose the same classes? Why or why not?

Comparing yourself to other college bound students at this school, where do you see yourself in relation to the following areas:

	Top 10%	Above Average	Average	Below Average
Academic Achievement				
Extra-Curricular Accomplishments				
Personal Qualities/Character				
Overall				

Be sure to include a copy of your high school transcript and feel free to add or attach any information that has not been asked about that you really hope to have conveyed in your recommendation _____
