

REQUESTING A LETTER OF RECOMMENDATION

Student Name: _____

Date: _____

Address: _____

Attach a copy of your activity/academic resume to this form

Explain what you are requesting this recommendation for

(example: admission to a college, general scholarship application, job)

Explain your future goals/plans after high school

Give specific examples of things that you did well in your association with this person

Give any additional topics you would like the person writing your recommendation to address in their letter (example: personal hardships, noticeable dips in grades)

I will need this letter of recommendation by: _____

I would like to request ____ signed copies of this letter

Please return the completed recommendation to: _____

Thank you,

TIPS FOR WRITING A GREAT LETTER OF RECOMMENDATION

To assist you in writing a meaningful letter of recommendation, this student should be providing you with:

- An activity/academic resume
- Summary on the other side of this letter
- Specific directions about who will receive the completed recommendation letter

Please put your letter on official school or business letterhead, if appropriate. Specify how long and in what capacity you have known the student.

The following is a list of criteria you may wish to consider in your letter:

- Scholastic ability
- Ambition
- Talent
- Enthusiasm in academic or extracurricular activities
- Motivation
- Reaction to criticism
- Initiative
- Emotional stability
- Personality
- Integrity
- Cooperation
- Maturity
- Leadership qualities
- Academic stamina
- Unique skills or talents that distinguish this person from their peers
- Positive ethical and moral character

You may also wish to include:

- Specific examples to illustrate character or judgments of the students. Anecdotes that demonstrate these qualities are particularly helpful.
- Comparisons with previous candidates
- Reasons why a student's grades/performance may not be up to potential