

I need this letter by:
(Try to give 1-2 weeks notice)

Letter of Recommendation Request

Student Name: _____

What are your College/Career Plans? _____

Personal Characteristics: (list 4 words that best describe you ex: good sense of humor, hardworking, dependable, etc.)

What are your favorite courses and why? _____

What are your hobbies? _____

List one thing you are proud of and why: _____

List any special awards or honors you have received in high school: _____

Besides school, what are you involved in? (Clubs, sports, church, volunteer work and offices held): _____

If there is something special or unique you would like to have mentioned in the letter, please explain: _____

Jobs / Community Service

Job Title / Community Service	Description	Start Date	End Date
Example: Job - KFC	Cashier at KFC	6/2010	7/2010
Community Service	School clean-up at Valley High	1/2011	3/2011