

Student Name: _____

Counselor: _____

LETTER OF RECOMMENDATION REQUEST

1. What major(s) or area(s) of concentration do you plan to study in college?
2. What are your most significant academic strengths? (For example, problem solving, writing, creative thinking. Do not list subject areas.)
3. What courses have you taken that are specifically related to your planned course of study?
4. List the sports and activities you have participated in during high school (include the years in which you participated).
5. Describe leadership roles you have held in clubs, organizations, community or faith groups, sports, etc. Indicate the year in which you participated for each. BE SPECIFIC.

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6. List any job(s) you have held during your high school career (include specific responsibilities of the position, length of employment, and hours worked per week).
7. What is your greatest personal accomplishment? Describe what you achieved and why you are proud of it.
8. Are there any unusual or personal circumstances that have affected your educational performance or personal experience?
9. Is there any other information you would like to include that could be helpful to someone writing an effective letter of recommendation for you?