



STUDENT REQUEST FOR LETTER OF RECOMMENDATION

Name of student _____

Date needed _____
please allow a minimum of 1 full week to be completed

Intended college major, if known _____

Attendance information _____

Describe what you feel are your academic strengths _____

Describe your personal strengths _____

List your approximate class rank and cumulative GPA _____

List any additional information (clubs, community service, etc.) that you feel is important to assist with writing this recommendation

Please list current year's classes on the back and attach a copy of your activity sheet/resume. ASK NO MORE THAN 3 STAFF MEMBERS TO WRITE LETTERS FOR YOU.