Letter of Recommendation Request Form Name:

Skyline High School

* **The information provided by you in this form will help your recommenders write a thoughtful letter of recommendation.**
* **The more specific you are, the more thorough your letter of recommendation will be.**
* **Attach a transcript to this form.**
* **When asking for a letter of recommendation, make sure you either email them this form or hand this form directly to the recommender.  Do not just leave in their mailbox or on their desk and assume it will be done.**
* **Be sure to plan ahead and give your recommenders at least a month before your first application is due.**
* **Supply a stamped envelope if your form needs to be mailed by the recommender.**
* **Don’t forget to write a thank you note to those who wrote letters for you.**

Name:

Today’s date:

Due date:         
Cell Phone Number:

Email Address:

Weighted GPA:  

Class Rank:

SAT score:

ACT score:  

To whom should this letter of recommendation be addressed?

List the colleges to which you will be applying to:

Describe your career goal and why you think it is a match.  In what field of study do you plan to major?

List 3 words that best describe you:

What is an experience that has happened in your life that has made an impression? How has this impacted your view of the world or others?

What is a class you have taken that has challenged you and how have you grown from it?:

What is a favorite quote or saying that best describes you or motivates you? How does this inspire you?

What academic achievements have you received?

List the types, locations, and hours you have completed of community service and how did this impact you?:  

Have you held jobs while in high school?  If so list where you worked, when, and what hours:

If applicable tell us the most significant aspects of you having a job:  

What three adjectives describe you best and why?  

Share any special interest/hobbies:  

What makes you unique?

Of what accomplishments are you most proud?  

What is a cause you feel passionately about and why?

Name two teachers who know you well:  