

LETTER OF RECOMMENDATION FORM



STUDENT'S RESPONSIBILITIES:

- Make sure the person you ask to write your letter knows you well.
- Make personal contact (appt) with the person; do not leave the request in a mailbox.
- Give the writer at least TWO WEEKS notice!

WRITER'S RESPONSIBILITIES:

- Please consider the following in your letter: scholastic ability, leadership qualities, cooperation, initiative, motivation, maturity, personality, integrity, and reaction to criticism
- You may also wish to include: examples or anecdotes, reasons why the student is qualified, and your phone number or email address in case further information is needed.

STUDENT'S NAME: _____ GRADE: _____ DATE: _____

CHECK ONE:

- Recommendation letter to be mailed to the following address (provide complete name and organization, address, AND envelope)

City _____ State _____ Zip _____

- Recommendation letter to be emailed to (name and organization): _____
Email: _____
- Recommendation letter to be returned to student in a sealed envelope (not official if opened)

1. FUTURE GOALS:

2. POST-SECONDARY PLANS:

3. SPECIAL INTERESTS, HOBBIES, TALENTS:

STUDENT BRAG SHEET

School Activities (Clubs/Sports):

Activity	9	10	11	12	Accomplishments, Details, Examples, and Leadership Roles

Service Activities:

Organization	9	10	11	12	Activity

Recognition and Awards:

Recognition and Awards	9	10	11	12	Organization or Activity

ANY ADDITIONAL INFORMATION YOU WOULD LIKE INCLUDED IN YOUR RECOMMENDATION (attach an extra sheet if necessary):

Date Received: _____

Date Due: _____