

Letter of Recommendation Guide

It is important that this form be filled out accurately and completely to aid your counselor/teacher in preparing the recommendation for your college, scholarship, or employment application.

Student Name: _____ **Grade:** _____

Please indicate what this letter of recommendation is for:

_____ Scholarship → Name of Scholarship: _____

_____ College Application → Name of College: _____

_____ Employment → Name of Job/Employment: _____

_____ Other _____

Please explain what the letter of recommendation should focus on: _____

When do you need the letter of recommendation? (include date/time) _____

List four teachers or staff members who know you well.

1. _____ 2. _____ 3. _____

Describe your college/career plans.

Discuss your personal and professional goals.

List any awards and/or honors you have received.

List clubs, activities, sports, or student government participation (indicate grade levels and offices held).

List advanced courses which you have completed or in which you are currently enrolled (AP or honors).

Describe community service or other non-school related activities in which you have participated.

Describe work or volunteer experiences you have had.

Please share any other personal experiences/special circumstances that could be mentioned in a letter:
