

Recommendation Request Form

Name _____

Request For school or scholarship? _____

Date Recommendation is needed _____

This letter of recommendation should be:

_____ submitted to my school counselor

_____ sent directly to the college or scholarship committee

_____ held until I pick it up

My career objective is _____

I am applying to _____

My Intended Major of study is _____

My GPA is _____

Employment History

“In-School” Activities, Clubs, or Teams / Leadership Positions or Office Held

“Out of School”, Activities, Clubs, or Teams / Leadership Positions or Office Held

Volunteer / Community Service projects which I have helped

Recognitions / Awards I have received _____

These are a few accomplishments I am most proud of _____

My strongest points as a student and person are _____

Additional Information _____
