

Student Name _____

Date _____

Request for Recommendation

Students must request a letter of recommendation ***two weeks in advance***. This time line is critical for a quality letter. This form should be completed by the student and presented to the person being asked to write the recommendation.

Purpose of Recommendation College Scholarship Employment

Recommendation will be Picked up by student
 Mailed by the person writing the recommendation

Post High School Plans

Join the military (specify branch) _____

Attend a community college (specify) _____

Attend a technical school (specify) _____

Attend a four-year college (specify) _____

Work Experience	Dates of Employment	Hour per Week
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Community Service	Length of Service
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Answer four or five of the following questions. Your responses will assist the person writing the recommendation. Write, using a pen, or type your answers. Use your best writing skills. Attach extra pages if needed.

1. List two or three extracurricular activities which you have found to be the most meaningful. Explain why each has been important to you.

2. Describe some of your educational, career, or personal goals.

3. List your three distinguishing, most admirable qualities. Explain each with several sentences. Consider what personal aspects you would like to have emphasized to colleges.

4. What type of student are you? What academic settings or assignments make you thrive? What interests you most?

5. Please describe the single academic accomplishment (major paper, science project, experiment, artistic project) of which you are the most proud. Tell why you take special pride in it.

6. Is there anything unusual about your family/cultural background, shared interests and activities, travel, crisis, etc., that has had a significant impact on your interests and concerns?

7. Which specific areas or information would you wish emphasized in the recommendation?

Please Attach a Resume

Academic Resume

Name: _____

Address: _____

Phone: _____

Education: _____ SAT v _____ m _____ ACT _____

South Albany High School

3705 Columbus Street SE

Albany, OR 97322-6199

Date of Graduation _____, AGPA _____

Specialty Courses and Skills:

School Activities:

Community and Extracurricular Activities:

List any honors and/or awards

Work Experience:

Job Title: _____ Dates: _____

Name of Employer: _____

Duties: _____

Write a personal statement about yourself and your reasons for seeking higher education and/or your goals in life. Optional
