

Request for:  College  
 Scholarship  
 Employment

## **REQUEST FOR LETTER OF RECOMMENDATION/REFERENCE**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Address of school/agency/person where letter should be sent:

\_\_\_\_\_  
\_\_\_\_\_

Application deadline: \_\_\_\_\_ (This section must be completed before letter is written)

College plans: \_\_\_\_\_

Goals: \_\_\_\_\_

Academic Honors/Awards (Grades 9-12): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extra-curricular activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Work Experience: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer Service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Choose three adjectives you would use to describe yourself. Give a reason why.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

Describe a leadership role you have had. What do you admire in a leader? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your academic strengths? What are your personal strengths? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your academic weaknesses? What are your personal weaknesses? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Why do you think a college should accept you? What makes you unique? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_