

Request for Letters of Recommendation

Please fill out this form thoughtfully and accurately to help counselors, teachers, and all recommenders to write a more accurate, insightful, and supportive letter of recommendation for you. Contact each recommender after you've completed this form at least 4 weeks before your letter is due.

Student Name

Email Address

Phone Number

SAT Scores

Date Taken	Critical Reading	Math	Writing	Total

ACT Scores

Date Taken	Composite Score	Math Sub-score	English Sub-score	Reading Sub-score	Science Sub-Score	English/Writing Sub-Score

Personal and Professional Goals

Discuss your personal and professional goals and your intended area of study.

Your High School Career

Describe how you've challenged yourself academically in your high school career (Whether that means taking on advanced coursework or facing and overcoming specific challenges you've encountered in your classes):

Describe the ways you enhance/ contribute to a learning environment (help peers, actively participate, etc.):

List all extra-curricular activities including volunteer, sports, activities, student government, clubs, travel, and jobs. (Name years of participation and role/leadership positions):

Tell us more about you!

Write three adjectives your friends and family would use to describe you:

What are your personal strengths/most positive qualities? Please explain:

Describe any unusual circumstances or challenges you have faced and the ways you have responded to them:

Tell us more about you!

List any awards or honors you have received (Name the award, from whom, when received):

Is there something unique or any additional information that you would like colleges to know about you?