

REQUEST FOR RECOMMENDATION

REQUESTED BY:

DATE:

To:

I AM REQUESTING A LETTER OF RECOMMENDATION FOR:

A COLLEGE APPLICATION

A SCHOLARSHIP APPLICATION

OTHER:

DATE BY WHICH RECOMMENDATION SHOULD BE MAILED:

CLASS RANK:

GPA:

LIST COMPETITIONS WON AND AWARDS RECEIVED, BEGINNING WITH THE 12TH GRADE AND WORKING BACKWARD:

AWARD	DATE	AWARD	DATE
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

LIST YOUR CLUB AND ORGANIZATION MEMBERSHIPS, BOTH IN AND OUT OF SCHOOL:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

DESCRIBE THE EXTRACURRICULAR EVENTS IN WHICH YOU HAVE BEEN INVOLVED AND HOW THESE EVENTS HAVE IMPACTED YOUR DECISIONS:

DESCRIBE, IN DETAIL, HOW YOU HAVE DEVELOPED AND USED LEADERSHIP SKILLS:

REQUEST FOR RECOMMENDATION

DESCRIBE YOURSELF. WHAT ARE YOUR STRENGTHS? WHAT ARE YOUR WEAKNESSES?

WHAT PERSONAL DIFFICULTIES HAVE YOU OVERCOME IN THE CLASSROOM AND HOW DO YOU FEEL THAT YOU GREW FROM THESE DIFFICULTIES?

WHAT IS THE MOST IMPORTANT THING THAT SHOULD BE SAID ABOUT YOU?

WHAT ARE YOUR PLANS AFTER HIGH SCHOOL AND HOW HAS DSHS PLAYED A SIGNIFICANT ROLE IN YOUR DECISION?

BRIEFLY EXPLAIN WHY YOU CHOSE ME TO WRITE A LETTER OF RECOMMENDATION FOR YOU.