

Student Name (First and Last):

Date Needed (mm/dd/year):

Special Instructions:

List the colleges you are applying to:

Letter of Recommendation Request Form 2022-23

Directions: Please share detailed information about yourself with your teacher(s) to help them write thorough and thoughtful letters for you. This can be handwritten or typed. Click [here](#) to make a copy.

1. Describe your academic highlights. Please include what AP or challenging courses you've taken. What made the classes challenging? What did you learn/gain from these experiences? Share a favorite memory from the class.

2. Describe your extracurricular activities. Include clubs, performing arts, sports teams, programs like AVID or College Possible, awards, etc. What years did you participate? What was the most important activity to you? Did you have any leadership positions in these activities?

3. Describe community involvement. Include community service, volunteer efforts, youth group participation, etc.

4. Describe work/employment experiences. Include where you worked, how long, average hours during the school year, and a brief description of what you did.

5. Describe your family and your cultural background. Please describe anything important about your background/childhood that you would like your teachers and colleges to know about.

6. What career paths or majors are you considering?

7. What are the first three words you use to describe yourself?

8. Please share how the Coronavirus Pandemic impacted you and your high school experience.

9. Please share any other information you think would be helpful to us.