

RECOMMENDATION REQUEST FORM

Complete and return this form stapled to your resume.

STUDENT'S NAME: _____ Due Date: _____

1. HOW will your recommendation(s) be submitted?

ELECTRONICALLY via the Common Application:

Make sure you have registered your teacher with the Common Application.

ELECTRONICALLY via the following website: _____

2. What is the PURPOSE of the recommendation(s)?

Acceptance to a SPECIFIC university via a SPECIFIC letter of recommendation.

If so, list the name of each institution for which you are seeking acceptance:
(The NAME of the institution WILL BE incorporated into your recommendation.)

_____, _____

Acceptance to one or more universities via a GENERAL letter of recommendation.

If so, your recommendation will NOT be addressed to a specific institution.

Procurement of a SCHOLARSHIP.

If so, list the EXACT NAME of the scholarship.

(The NAME of the scholarship will be incorporated into your recommendation.)

Describe the purpose/focus of the scholarship (Math, Science, English, etc.)

3. In a few sentences, outline your career goals: (Majors?)

4. What would you like colleges to know about you that might not be obvious by looking at your application/transcripts?

5. Of which of your accomplishments are you most proud and why:

6. In 2-3 sentences, how would you best describe yourself to a stranger?

7. How would your favorite teacher describe you?

(OVER)

RÉSUMÉ: Submit your résumé with this form to your teacher. Be specific and thorough. The information you include in your résumé will be used by your teacher to *personalize and enhance your recommendation.*

Your résumé should include the following:

HEADING

- NAME (*as you want the college or scholarship committee to know you*)
- GRADUATION DATE
- ADDRESS
- EMAIL
- PHONE NUMBER.

ACADEMICS

- WEIGHTED GPA
- NON-WEIGHTED GPA
- ACT and/or SAT scores
- ACADEMIC HONOR(S) - *Could include but not limited to:*
 - All A's - *Include semesters.*
 - Academic teams - *Include team(s) and individual accomplishment(s).*
- AP SCORES - *Include individual subjects and scores.*

HIGH SCHOOL ACTIVITIES...*could include but not limited to:*

- CLUBS - *Include year(s) and offices held.*
- MUSICAL GROUPS - *Include year(s) and group & individual accomplishments.*
- SPORTS - *Include year(s), level(s), and team & individual awards.*
- STUDENT GOVERNMENT - *Include year(s) and offices held.*
- THEATER - *Include year(s), production(s), and roll(s).*

COMMUNITY ACTIVITIES...*could include but not limited to:*

- CAMPS - *Include year(s), activities, positions held, and services you provided.*
- HOBBIES - *Include year(s) and group & individual honors/accomplishments.*
- MUSICAL GROUPS - *Include year(s) and group & individual honors/accomplishments.*
- SALVATION ARMY - *Include year(s) and services you provided.*
- SCOUTS - *Include year(s) & individual honors/accomplishments.*
- SERVICE PROJECTS - *Include year(s), activities, positions held, and services you provided.*
- TUTORING - *Include year(s) and services you provided.*

CHURCH ACTIVITIES...*could include but not limited to:*

- MISSION TRIPS - *Include date(s), location, and services you provided.*
- SUNDAY SCHOOL - *Include date(s) and services you provided.*
- VACATION BIBLE SCHOOL - *Include date(s) and services you provided.*

WORK EXPERIENCE

- Include the following for each job:
 - Name of the company
 - Beginning date and ending date
 - Number of hours worked per week
 - Services you provided