

OUTSIDE LETTER OF RECOMMENDATION REQUEST FORM

Fill in the information, and then give a copy of this completed form to the recommending teacher ***at least a month before your college application or scholarship deadline.*** Print clearly. Please give this to your outside recommender and ask them to send it directly to your counselor:

A-F: [BriAnne Bredenberg@dpsk12.org](mailto:BriAnne.Bredenberg@dpsk12.org)

G-L: [Gina Subudhi@dpsk12.org](mailto:Gina.Subudhi@dpsk12.org)

M-Z: [Kristen Jaramillo@dpsk12.org](mailto:Kristen.Jaramillo@dpsk12.org)

Student Name _____

Date needed _____

Grade _____

Major _____

Student email address _____

List college(s) to which I am applying

List scholarship(s)/award(s) for which I am applying

The more information you can supply, the better. Please feel free to attach a separate piece of paper if you need more space to answer any of the questions.

Why did you select **this person** to do a letter of recommendation for you?

What did you see as your biggest accomplishment **in your work with this person**?

What was the most memorable or meaningful to you **about this experience**?

Please complete both sides of
this form.



What was the most challenging part of **your time with this** activity for you and how did you respond? How will those characteristics make you a successful college student?

List 3 adjectives you would use to describe yourself and provide examples of why they apply to you.

Think of a time in your life where you were faced with obstacles or barriers that you had to overcome. How did this help you to grow and develop in to the person you are today?

Five years from now, where do you think you will be and how will you get there? It can be a mixture of career and personal goal (and don't feel like you need to know exact details).

Is there anything about you I should know that I wouldn't otherwise? Special situations, experiences, or unique skills or talents?

List work experiences, travel experiences, and any unique situations that you have had in your life that would help us get to know you better.

List any awards/honors you have received. Also, list which extracurricular or volunteer activities you have participated in and why they were meaningful for you.

(Optional) Anything else you would like the recommender to know or consider for your letter:
