TEACHER 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.

Student Name   _____   Date needed   _____

Grade   _____   Major   _____

Student cell phone number   _____

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 teacher** to do a letter of recommendation for you?

_____
_____
_____
_____

What did you see as your biggest accomplishment **in the class in which you are asking teacher to write for**?

_____
_____
_____
_____

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

_____
_____
_____
_____

Please complete both sides of this form.

What was the most challenging part of **this teacher's** class or 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) The following is information I would like to have included in a letter of recommendation which has not been included on this request:

_____
_____
_____
_____