## **Counselor Letter of Recommendation Request Form**

- 1. You need to give your recommender <u>at least 3 weeks</u> from today's date to complete your recommendation.
- 2. You <u>are</u> a unique person of great worth! So write down how and why. Be honest and add detail to come alive. Don't limit yourself to the space below. Typing up your information on separate sheets of paper is preferable.
- 3. Attach any supporting documents (e.g. resume, scholarship form, your personal statement, etc.)

Today's Date:	Recommendation Due Date:
Name:	Student Number:
Name of College/Scholarship(s):	
How are we to submit your recommendation?	
What one thing motivates or excites you most in life	e and why?
What 3 adjectives best describe you? Give one spec	cific experience to illustrate how.
	als? Tell why you picked them.
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What is a major strength or talent you have? Tell ho	ow it has helped or will help you and/or others

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What is an obstacle or weakness you have overcome? Tell how you overcame it and what you learned from the experience. (Examples are health issues, disability, crisis, moving, death, divorce, cultural or language barriers, etc.)
Do your transcript grades and/or ACT/SAT scores reflect your true academic ability or potential? If not explain why
Write about 1 or more significant extracurricular activities, work experience, and/or volunteer service you have been involved in during your high school years. Include start/stop dates, hours involved, leadership positions, duties, projects awards, how you felt about the experience, etc.
Please describe anything else that you feel we need to know that will help you come alive on paper (e.g. awards earned, special experiences, unique circumstances, etc.).