

RECOMMENDATION REQUEST FORM

HELP ME HELP YOU

<p>You've been given this sheet because you asked me for a letter of recommendation. While I am happy to help, I receive many requests each year and need the info on this sheet to efficiently complete your request. If you run out of space on the grid for any of your answers, feel free to continue writing on the back of this sheet or attach another sheet.</p>		<p>Clearly print your name exactly as you want it to appear in your letter:</p>		
		<p>In which class(es) and which year(s) did we work together?</p>		
<p>How many copies of this letter do you need?</p>	<p>Will this letter be uploaded as part of your Common Application?</p>	<p>YES NO</p>	<p>Do you need a copy in a signed sealed envelope?</p>	<p>YES NO</p>
<p>What career(s) are you considering for your future? What are you drawn to this/these fields?</p>	<p>List your top accomplishments:</p>			
	<p>Describe any leadership positions you've held (club officer, sports captain, shift supervisor at work, etc) and what you've learned from the experience:</p>			
<p>Describe a problem you've faced and how overcame it:</p>	<p>Favorite academic subject? Why?</p>			
	<p>Describe any service learning, volunteer work, etc that you have done and what you've learned from that experience:</p>			
<p>List three adjectives that friends and family would say describe you:</p>	<p>What extra-curricular activities (sports, clubs, job, youth group, scouts, etc) have you been a part of inside and outside of school?</p>			
<p>Is there anything else I should know as I write your letter?</p>				
		<p>This letter is needed for: (check all that apply)</p> <p><input type="checkbox"/> College application</p> <p><input type="checkbox"/> Scholarship</p> <p><input type="checkbox"/> Job search</p> <p><input type="checkbox"/> Academic program/Internship</p> <p><input type="checkbox"/> Other: _____</p>		<p>Date letter is needed by:</p>

***Unless you provide specific addressee information attached to this page, I will create a generalized "To Whom It May Concern" letter.*

***If any letters are required to be mailed by me, you must supply a stamped, addressed envelopes with this request form.*