

## Request for Letters of Recommendation

Please fill out this form thoughtfully and accurately to help counselors, teachers, and all recommenders to write a more accurate, insightful, and supportive letter of recommendation for you. Contact each recommender after you've completed this form at least 4 weeks before your letter is due.

Student Name

Email Address

Phone Number

### SAT Scores

Date Taken	Critical Reading	Math	Writing	Total

### ACT Scores

Date Taken	Composite Score	Math Sub-score	English Sub-score	Reading Sub-score	Science Sub-Score	English/Writing Sub-Score

### Personal and Professional Goals

Discuss your personal and professional goals and your intended area of study.

## **Your High School Career**

Describe how you've challenged yourself academically in your high school career (Whether that means taking on advanced coursework or facing and overcoming specific challenges you've encountered in your classes):

Describe the ways you enhance/ contribute to a learning environment (help peers, actively participate, etc.):

List all extra-curricular activities including volunteer, sports, activities, student government, clubs, travel, and jobs. (Name years of participation and role/leadership positions):

## **Tell us more about you!**

Write three adjectives your friends and family would use to describe you:

What are your personal strengths/most positive qualities? Please explain:

Describe any unusual circumstances or challenges you have faced and the ways you have responded to them:

## **Tell us more about you!**

List any awards or honors you have received (Name the award, from whom, when received):

Is there something unique or any additional information that you would like colleges to know about you?