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# LETTER OF RECOMMENDATION REQUEST FORM

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TO WRITE A GOOD QUALITY LETTER OF RECOMMENDATION, I NEED THE FOLLOWING INFORMATION. BE SURE YOU WRITE CLEARLY AND SPELL EVERYONE'S NAME CORRECTLY. PLEASE BRING IT TO ME AT LEAST ONE WEEK BEFORE YOU NEED THE LETTER.

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## INFORMATION ABOUT YOURSELF

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Your full name as it appears on the application:

For what position did you apply? What will you be doing if you get that position?

Your GPA:

What AP and concurrent enrollment classes have you taken?

How long have we known each other? How did we meet?

What classes did you take from me, including your grade in those classes?

Your leadership experience:

Your extracurricular activities (including those outside of school):

Your skills:

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## INFORMATION ABOUT THE RECIPIENT (THE PERSON WHO GETS THE LETTER)

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You may not have this information for an individual person. If you don't know about the individual person, fill in the information for the company or organization.

Name:

Position within the Organization:

Address (including city/state/zip):

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## INFORMATION ABOUT THE ORGANIZATION

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Name:

Purpose (why does the organization exist):

Other information on the organization (look them up online and give me a few details):