

**Student Request for a Recommendation
For College Admission, Scholarships, or Internship Consideration**

Student Name

Today's Date

List the colleges to which you are applying, indicate if the application will be submitted online, and include the application deadline:

NAME OF COLLEGE/SCHOLARSHIP/INTERNSHIP ONLINE APP?

APPLICATION DEADLINE

Cumulative GPA: _____ Highest SAT scores: _____ ACT Score: _____

Teachers you are asking for a recommendation: _____

1. What are your educational goals/intended field(s) of study?

2. What are your career goals? (both short term and long term)

3. What are your academic strengths? Please also name your favorite classes/subject areas and explain what it is you enjoy about them.

4. List any awards or honors you have received. Include school year (freshman, sophomore, junior, senior) of receipt. (You may attach a list)

5. List your activities both in and out of school. Include clubs, sports, drama, volunteer work, etc. Also include dates of participation.

6. Have you been employed? Yes No
-If so, list previous jobs as well as dates of employment.

7. What do you value most about the above-mentioned activities? What have you learned from these experiences?

8. How would your TEACHERS describe you?

9. What adjectives would YOU say best describe you?

10. Attach a paragraph (and send as an attachment or in an email) that explains why you want to pursue college and your intended career. Include details that will set you apart from other candidates/applicants.