

## Letter of Recommendation Request

Please fill out this form before asking a faculty or staff member (recommender) to write a recommendation letter for you. Once you complete this form, present it to the recommender to assist them in writing your letter. Remember, recommendation letters take time, so give your recommender at least **2 weeks** to complete your letter.

\*If you need more space than is provided, feel free to use another sheet of paper. Typed answers are preferred.

**Student Name:** Click or tap here to enter text. **Recommender Name:** Click or tap here to enter text.

**Date Needed By:** Click or tap here to enter text.

### *Distinctive Qualities*

1. What adjectives best describe you? Give at least 3 words. (Refer to Adjectives List.)

Click or tap here to enter text.

2. How would your peers describe you?

Click or tap here to enter text.

3. What is a moment you shared with the staff member you requested to write your letter that sticks in your mind to this day?

Click or tap here to enter text.

4. What do you believe to be your academic and/or personal challenges?

Click or tap here to enter text.

***Academic Trends and Accomplishments***

5. What are you planning to study in college?

Click or tap here to enter text.

6. Have you done anything in high school that expands on your knowledge of your future career and/or academic goal(s)?

Click or tap here to enter text.

***Areas of Impact***

7. What motivates or excites you?

Click or tap here to enter text.

8. What accomplishment outside of school are you most proud of?

Click or tap here to enter text.

9. Can you provide an example of a time you overcame an obstacle or adversity and demonstrated strength, courage, or resiliency?

***Reflection***

10. What made you choose this person to write your recommendation letter? And what would you like them to communicate about you?

Click or tap here to enter text.

11. What is your favorite quote and why?

Click or tap here to enter text.