

# Letter of Recommendation Request Form

## SHS Counseling Department

Name: \_\_\_\_\_

Date: \_\_\_\_\_

How would your friends describe you?

Write about a time when you made a difference in someone's life, or write about a time when your contributions to a project or club made a difference.

Do you have any special talents you'd like to have noted in this letter?

What is your intended major field of study?

What career do you hope to pursue after earning your college degree?

Are you the first in your family to attend college?

Yes

No

Were your parents/you born in another country? If so, what country?

Are there any extraordinary circumstances in your family that you would like to have included in this letter? If yes, please explain.

Do you have a job? If so, how many hours a week do you work during the school year? What is your employer's name, and what is your position?

Describe any work or volunteer experiences you have had. What did you learn from the experience, and what was your overall contribution. Please pick one to describe in detail in this section.

Have either of your parents / other family members served in the Military?  Yes  No

If you are a part of a Military family, how many times have you moved?

Is there anything in your school experience which you feel warrants clarification? Please explain in detail.

How will you enrich the college of your choice's community?  
(WHY SHOULD THEY ADMIT YOU TO THEIR INSTITUTION?! 😊)

Please indicate anything else you would like me to include in this letter.