

Letter of Recommendation Request Form

SSH Counseling Department

As your Counselors, we are available to write a letter of recommendation for you. This letter can be sent to the colleges/universities to which you are applying, and who require it. To assist us in preparing this statement, please complete this questionnaire. **The quality of the information you provide is very important to us as we seek to write the best possible statement for you. Also, please PRINT NEATLY to ensure that we can read what you have written. You may attach a resume if you like.**

Name: _____ Date _____

What are your academic strengths? (Explain with examples)

In which subject areas do you consider yourself the most interested? Why?

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:

What are your special talents? How much time you have spent developing these talents

If you are employed, how many hours per week do you work during the school year?

Company Name: _____ Position: _____

Number of hours worked per week: _____

Describe any work or volunteer experiences you have had. What did you learn from the experience, and what was your overall contribution?

What is your intended college major? Intended career? (it's okay if you don't know yet)

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

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

What qualities do you feel you can bring to the college of your choice? (Why should they let you in?)

What are three words that describe you well? Give examples of why you chose these words.

1. _____

2. _____

3. _____

Is there anything in your school experience which you feel warrants clarification? If yes, please explain (be specific):

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