

Letter of Recommendation Form

If you would like a letter of recommendation from me, you need to complete the form below. Know that I will use the information provided in your letter. The more specific you are, the more unique you will sound.

Staple/Attach this form to the outside of a manila envelope that contains the following:

1. stamped and addressed envelopes to each of your colleges
2. the date the letters are due to the college
3. the college application form from the college & career office (multiple copies should be made by you if you want a letter sent to more than one school)

Name (as it appears on your applications) _____

Email _____

Most significant novel or play you have read and why it was significant

Describe your most significant activity (class related) in the past two years. Think in terms of class assignments, projects, or presentations.

List your three most significant achievements in high school.

- 1.
- 2.
- 3.

List your three most significant non-academic, co-curricular achievements in high school.

1.

2.

3.

Possible College Majors _____

Three words that describe your intellectual personality:

1. _____ 2. _____ 3. _____

Three words that describe you outside of academics:

1. _____ 2. _____ 3. _____

Any other information that would assist me in making your letter of recommendation as specific as possible?