

## REQUEST FOR RECOMMENDATION

This form must accompany requests for letters of recommendation AND must be turned in to the person you are requesting a recommendation from **at least two weeks prior** to the date needed. You may do this on the computer in any format. This is just a guideline.

STUDENT NAME \_\_\_\_\_ DATE REC'D \_\_\_\_\_

You have requested a letter of recommendation for a college/scholarship/job application. Please provide information on the following items so we can accurately describe you. Take time to think about who you are and where you are headed. Do not limit your discussion only to what has happened to you in school. Include experiences drawn from any part of your life and include **specific examples** whenever possible. The more you can say about yourself, the more we can say about you! Thanks!

1. What are your academic interests and/or intended major?
2. Although you may be an exceptional student at BMCHS, you may be competing with students at the college level who are just like you. What do you have to offer the college that makes you unique?
3. What do you consider your **greatest strengths**? Give examples
4. What do you consider you **greatest weaknesses**? Give examples

5. What do you consider to be an accurate measure of your ability and potential? (High school grades, test scores, etc.)
6. Describe any experience, work, school activity, community service or church activity that has been significant to you.
7. If you have traveled or lived in difference localities, comment on that/those experiences(s).
8. Is there any information you would like to share with your counselor so that he or she can make an accurate appraisal of you?
9. Please ask two or three teachers to provide additional information about you that could be used in a letter of recommendation. These should be from teachers that are not already writing a letter for you. Have them write a short quote below.
10. The following sheets should be filled out with your extracurricular activities, organizations you belong to in and outside of school, work experience and any awards you have received.

## **EXTRA-CURRICULAR AND LEADERSHIP ROLE**

List your leadership roles and extracurricular activities. If no leadership role applies, state the name of the organization and circle the "NO" in the column next to the Leadership Role

<b>Organization Name</b> (example) <i>Football</i>	<b>Years</b> 9      10      11      12	<b>Responsibilities</b> <i>Direct and advise other players</i>
<b>Leadership Role</b> <i>Captain</i>		<b>Yes      No</b>
<b>1. Organization Name</b>	<b>Years</b> 9      10      11      12	<b>Responsibilities</b>
<b>Leadership Role</b>		<b>Yes      No</b>
<b>2. Organization Name</b>	<b>Years</b> 9      10      11      12	<b>Responsibilities</b>
<b>Leadership Role</b>		<b>Yes      No</b>
<b>3. Organization Name</b>	<b>Years</b> 9      10      11      12	<b>Responsibilities</b>
<b>Leadership Role</b>		<b>Yes      No</b>
<b>4. Organization Name</b>	<b>Years</b> 9      10      11      12	<b>Responsibilities</b>
<b>Leadership Role</b>		<b>Yes      No</b>
<b>5. Organization Name</b>	<b>Years</b> 9      10      11      12	<b>Responsibilities</b>
<b>Leadership Role</b>		<b>Yes      No</b>

## **HONORS AND AWARDS**

Include scholastic, extracurricular and civic honors and awards during grades 10 – 12. State nature of award and grade won: i.e. Girl Scout Gold Award, 12. PLEASE DO NOT ABBREVIATE NAMES OF AWARDS, as we may not understand their meanings. Include a brief description of each award. If you need further explanation, please do add a separate sheet.

AWARD/HONOR	DESCRIPTION OF AWARD	YEAR REC'D
<i>Example:</i> <i>Music Award</i>	<i>Superior Rating at State Music Festival</i>	9      10      11      12

List TOTAL HOURS and time frame of hours worked and job title	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	TOTAL # OF HOURS WORKED/ JOB
Example: Cashier Grocery Store	Summer – Total 50 hrs	Oct. – Dec. Total 60 hrs		<b>110 Hrs</b>
TOTAL WORK HOURS				

