

Carl Junction High School

Letter of Recommendation Request Form

Periodically, you may complete applications that require letters of recommendation. You should choose individuals to write these letters who know you well, are familiar with your accomplishments and will be able to make positive statements about your ability, character and special talents. You should always give those you ask for letters of recommendation a minimum of one week's notice.

Student's Full Name: _____

What is this letter of recommendation being written for? (for example, college admissions (which one?), scholarship application (specific name of scholarship, etc.?)

Recommendation requested from: _____

(Circle) Teacher Counselor Employer Administrator Other

Date Requested: _____ **Date Needed:** _____

Please check whichever request applies:

- Recommendation letter to be mailed to the following address: (provide complete name and address AND a stamped envelope)

City _____ State _____ Zip _____

- Recommendation letter to be returned to student in a sealed envelope.

Please provide the following information and complete the student information requested on the back of this form.

Future/career goals: _____

Post-secondary plans--be specific: _____

What accomplishment(s) are you most proud of in the following areas?

***academics?** _____

***personal?** _____

***school/community service?** _____

List 5 adjectives that you feel best describe you as a person:

Have there been (or are there now) any circumstances/adversity that you believe have had an impact on your academic performance? Y N

If yes, please explain: _____

SCHOOL SPORTS, CLUBS, & ORGANIZATIONS

List all activities in which you have participated during high school. Include clubs, teams, musical groups, etc., and accomplishments in each.

Club, Organization, Sport, etc.	Years of Participation				Leadership Position / Accomplishment
	09	10	11	12	

COMMUNITY INVOLVEMENT & VOLUNTEERISM

List all community activities in which you have participated and note any accomplishments in each. These should be any activities outside of school in which you participated for the betterment of your community. For example: church groups, clubs sponsored outside the school, Boy or Girl Scouts, volunteer groups, or community art endeavors.

Community Organization	Years of Participation				Accomplishment
	09	10	11	12	

WORK EXPERIENCE

List below your job/employment experiences, your job title & responsibilities.

Name of Employer	Years of Participation				Job Title & Responsibilities
	09	10	11	12	