



Request for Letter of Recommendation

Name: _____ ID#: _____

You may fill out the following form or use a completed resume.

Is this a Common App School? YES NO

Deadline for letter: _____

Students: You may not view your letter of recommendation. It will be uploaded to Career Cruising or Common Application.

Academics:

GPA: _____ Class Rank: _____ / _____ SAT Composite: _____ ACT Composite: _____

Intended College Major(s): _____

Colleges Applying to: _____

Advance Coursework (honors, college prep, AP Courses):

Year	Course	Year	Course

Academic awards or honors and when you received them:

Year	Recognition

Community Service: List your in-school and out-of-school community service:

Year	Description of Service

Extracurricular: List your in-school and out-of-school activities and years of participation:

Year	Description of Activity

Work Experience:

Year	Description of Experience

Special interests, hobbies or talents:

What do you consider your strengths as a person and as a student:

Please share any other information that would be helpful, such as obstacles you have overcome, and indicate what information the writer should highlight for this particular letter of recommendation.

Please allow at least two weeks for your teacher/counselor to upload their letter to Career Cruising or the Common Application. Always be sure to thank your recommender.