

REQUEST FORM  
PERSONAL DATA FOR LETTER OF RECOMMENDATION

Student Name: \_\_\_\_\_

Current G.P.A.: \_\_\_\_\_

Reason for letter of recommendation: College Application

Individual being asked to write letter of recommendation: \_\_\_\_\_

Describe college/career plans (be specific about your goals.)

\_\_\_\_\_

List all advanced courses completed or those in which currently enrolled.

\_\_\_\_\_

List clubs, activities, sports, and/or student government participation. Indicate grade levels and any titles. ( 10<sup>th</sup> - 12<sup>th</sup> : Spanish Club. Vice President)

\_\_\_\_\_

List and describe any awards/honors received. Include the calendar year. (June 1999-Soroptimist Student of the Month).

\_\_\_\_\_

Describe community service or church activities:

\_\_\_\_\_

Describe your travel experiences:

\_\_\_\_\_

Something special that you would like included about you in the letter:

\_\_\_\_\_

Describe your personal and professional goals:

\_\_\_\_\_