Request for Recommendation

I would appreciate it if you would write a statement/letter for me that can be filed as a recommendation to

(Name of College or Organization)

(Address of College or Organization)

(City, State Zip of College or Organization)

Please return the completed recommendation to

By ____________________________

(Date Needed)

Thank you,

(Signature of Student)

Recommendation Form

STUDENT:
1. Please answer the following questions as completely as possible and give a copy to each person you are asking to write a recommendation. If you need more space, add additional sheets.

2. Please request your recommendation at least two weeks prior to the time it must be sent.

EDUCATION:
1. My personal strengths and weaknesses: ________________________________

____________________________________________________________________

2. My academic strengths and weaknesses: ________________________________

____________________________________________________________________
3. Cumulative GPA: _______________ ACT Composite Score: ________

4. My education goals are: ____________________________________________________________

5. My career goals are: ______________________________________________________________

1. Do you think your transcript accurately reflects your academic abilities and accomplishments? Contact: ________________________________________________________________

**ACTIVITIES AND INTERESTS:**
List the activities you have participated in while at Whitehall, the extent of your participation and any leadership positions you have held.

9th Grade : ________________________________________________________________

________________________________________________________________________

10th Grade : ________________________________________________________________

________________________________________________________________________

11th Grade : ________________________________________________________________

________________________________________________________________________

12th Grade : ________________________________________________________________

________________________________________________________________________

Indicate out-of-school activities such as travel, work or community service which have been maturing experiences for you: ________________________________________________________________

________________________________________________________________________

Are there any additional interests that occupy your time? Please explain the interests and your level of involvement:

________________________________________________________________________

**GENERAL:**
List any honors or awards you have received: __________________________________________

________________________________________________________________________

What special circumstances exist, here or at home, which deserve comment? (Use additional sheet)