

LETTER OF RECOMMENDATION REQUEST

Writing a letter of recommendation for you is a task that teachers, counselors or friends gladly accept to help you achieve your goal. At least ONE FULL WEEK prior to needing the letter, ask politely and provide the writer the following information:

Your Name: _____

Date Letter is Needed: _____

Purpose of Letter (Explain briefly what this letter is recommending. Why is it important?)

Name, Organization, and Address of Person to whom the letter is being sent:

Describe your post high school training plans: _____

Discuss your personal and professional career goals: _____

Current GPA: _____

Cumulative GPA: _____

CHS COLLEGE & CAREER CENTER - ROOM 103

What do you consider are your academic strengths? Also, list any advanced courses you have completed courses you are currently enrolled (ie: AP courses, math, physics, etc).

List honors and awards; clubs, activities, performing arts, sports, and/or student government participation; and community service and/or volunteer experiences. (Indicate level of participation, grade levels and offices held):

Is there is something special or unique about you, which you would like to have mentioned?
Please explain: _____

Disposition of the Letter:

- _____ Letter will be picked up by you. _____ Sealed _____ Unsealed
- _____ Letter to be mailed directly by the writer (Student provides stamped and addressed envelope.)
- _____ Letter to be returned to the office to be included with other material sent by _____
- _____ Copy of letter requested for senior file.

REMEMBER: Since a personal letter of recommendation takes at least an hour of the writer's time, a written "thank you" is always appropriate.