

NOTE TO STUDENTS: You must personally ask a teacher or counselor to write a letter of recommendation. This form was designed to aid the person in writing the letter. If the teacher and/or counselor agrees to write the letter you may present this form to them at that time.

Clark Advanced Learning Center
Student Request for Letter of Recommendation

Student Name: _____

Would you please consider writing a letter of recommendation for me to include with my college applications and/or scholarships? The following is what I will need for the letter of recommendation. Please return the letter of recommendation to:

___ Student (if returned to the student the letter must be in a sealed envelope) ___ Guidance

Generic letter of recommendation

Scholarship

School-specific letter of recommendation. Listed below are the names of the schools/colleges to which I will be applying.

1.

2.

3.

4.

I waive my right to access and understand that I will not see any recommendations or evaluations submitted for me.

Student Signature

Date

What major do you intend to study and why? _____

List any part-time jobs you have held, your responsibilities there, and your hours per week. _____

Describe any volunteer work, including when it took place and estimated hours spent. _____

List awards and honors you have earned _____

Clubs/Sports/Activities in High School (include which year(s) for each, and any leadership role you have had or are fulfilling) _____

What are your strengths? Weaknesses? Be honest! _____

List your hobbies _____

What's **special** about **you**? Colleges will see hundreds of students with great grades and test scores. How are you different from everyone else? _____

What have you accomplished at Clark that you are proud of? Briefly describe the activity and its importance to you. What did you learn? _____

List three important adjectives that describe you. Give a brief example of each:

1.

2.

3.

The following is information I would like to have included in a letter of recommendation which has not been included on this request: _____
