Letter of Recommendation Request Form Name:

Windsor High School

* **The information provided by you in this form will help your recommenders write a thoughtful letter of recommendation.**
* **The more specific you are, the more thorough your letter of recommendation will be.**
* **Attach a transcript to this form.**
* **When asking for a letter of recommendation, make sure you hand this form directly to the recommender.  Do not just leave in their mailbox or on their desk and assume it will be done.**
* **Be sure to plan ahead and give your recommenders at least a month before your first application is due.**
* **Supply a stamped envelope if your form needs to be mailed by the recommender.**
* **Don’t forget to write a thank you note to those who wrote letters for you.**

Name:

Today’s date:

Due date:         
Cell Phone Number:

Email Address:

Weighted GPA:  

Class Rank:

SAT score:

ACT score:  

List the AP, dual credit, or concurrent enrollment classes you are taking or have taken:

To whom should this letter of recommendation be addressed?

List the colleges to which you will be applying to:

List the honors programs to which you will be applying to:

List the scholarships to which you will be applying to:  

Describe your career goal and why you think it is a match.  In what field of study do you plan to major?

Is your academic record an accurate assessment of your ability?  Why or why not?

Are there any unusual or personal circumstances that have affected your educational experience?  

List your three favorite high school classes and tell us why:

Describe evidence of your intellectual curiosity and creativity:

List, in order of importance to you, all major activities you have participated in while in high school. Include offices and positions you have held.  These can include clubs, sports, competitions, summer programs, internships or independent projects:

Why did you enjoy your number one activity?

How have you spent your last three summers?  

List the types, locations, and hours you have completed community service:  

What is your most significant community service experience and why?  

Have you held jobs while in high school?  If so list where you worked, when, and what hours:

If applicable tell us the most significant aspects of you having a job:  

What three adjectives describe you best and why?  

Share any special interest/hobbies:  

What makes you unique?

Of what accomplishments are you most proud?  

What is a cause you feel passionately about and why?

Name two teachers who know you well:  