



BRANDON HIGH SCHOOL
Letter of Recommendation Request Form

Name: _____ Student number: _____

Date: _____ Grade: _____ Email address: _____

Student Signature: _____

Directions: The below listed information will be used to write a recommendation letters for college admissions, scholarships, honors and awards, etc. Carefully answer each question in detail to the best for your ability. Please allow up to 2 weeks for completion. Attach any additional information as necessary. Write NEATLY.

This recommendation will be used for (check one or more):

- _____ College Application
- _____ Scholarship Application (Name of scholarship: _____)
- _____ Job Application
- _____ Other: _____

Please do the following with completed recommendation (check one):

- *Note: Common Application recommendations are completed online*
- _____ Return to me (in a sealed envelope)
- _____ Mail (provide a stamped addressed envelope)
- _____ Complete recommendation online (Common Application, Coalition, etc.)
- _____ Other: _____

Name of the college(s), company or organization this recommendation will go to:

1. What do you consider your academic strengths and why?

2. What do you consider to be the best measures of your potential success in college? Give specific examples.

3. Choose three words to describe yourself and why?

4. Explain any situations that required you to overcome difficulties, adversities or obstacles (attach separate sheet if necessary).

5. Define leadership. Give examples of how you have demonstrated leadership throughout high school.

6. Are you a first generation college student (a student with neither parent have any education beyond high school or neither parent have received a four-year college degree)? Circle one: Yes or No

7. List any special accomplishments, awards, recognitions, etc. you have received while in high school (attach separate sheet if necessary).

Accomplishment/Award	Organization/School/Company	Year	Explanation

8. Have you attended any summer programs or involved yourself in any interesting activities that should be noted in your recommendation? If so, please explain. How has these activities changed you?

9. List all of your AP, Dual Enrollment and/or Honors courses.

10. List the colleges/universities in which you plan to apply.

11. What activities do you enjoy during your free time?

12. List any school or community activities in which you have been involved during your high school career (attach separate sheet if necessary).

Activity/Sport	Grade(s) of participation (9, 10, 11, 12)	Position(s)/Office(s) held	Responsibilities	Hours per month

13. Work Experience: List any job, including summer employment you have held during the psate three years. Please begin with you most recent position.

Job Title: _____ Employer: _____

Dates of employment: _____ Hours per week: _____

Responsibilities: _____

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Dates of employment: _____ Hours per week: _____

Responsibilities: _____