

Letter of Recommendation Request Form

Student's Name: _____

Cumulative GPA: _____ Class Rank: _____

I am applying for acceptance into a college, military academy or for a scholarship and would very much appreciate you writing a letter of recommendation for me. Please make it a general letter of recommendations so that I can use the same letter for wherever I decide to apply.

Teacher Note: On the reverse side, please find some suggested topics that may assist you in writing the recommendation.

Student Note: Consider answering the following:

Honors and awards received:

Extracurricular(s) in which you have been involved (include leadership roles):

Athletics in which you participated:

Community activities including, including religious activities, in which you participate:

I work at: _____ #hours I work per week: _____

What Major or career have you chosen and why:

What are your personal and career goals?

Other information you want your recommender to know: -



SUGGESTIONS FOR WRITING STUDENT RECOMMENDATIONS

Writing a letter of recommendation is not an easy or quick process. Please understand that your letter is perhaps the only testimony for the student's personality, character and potential that a future employer or college may receive. Please be honest, positive and frank in your appraisal of the student.

- Always try to be as specific as possible and cite detailed examples.
- Comment on the student's ability and results in your class. Include personal initiative, preparedness, attention, depth of background, accuracy of knowledge, pride in work, involvement in class, willingness to help others, contributions to the subject matter, ability to reason logically, self-discipline and work ethic.
- Comment on the student's ability to take on a project, organizational skills and diligence to finish.
- Comment on the student's willingness to go over and beyond what is required in the class.
- Comment on the student's ability to express himself both verbally and in written form.
- Comment on the student's persistence in overcoming any limitations he/she may have.
- Comment on the student's leadership abilities both inside and outside the classroom.
- Comment on the student's relationship with peers and adults.
- Comment on the student's character, personality, sense of humor as well as his/her reaction to constructive criticism or praise.
- Comment on the student's involvement in activities at Princeton.

