



Normal Community High School

Letter of Recommendation Information Sheet



Please complete this form if you would like to request a letter of recommendation.
Allow 2 weeks for a letter of recommendation to be completed.

Name: _____

Grade: _____ Today's Date: _____ Date Letter is Needed: _____

Purpose For Letter of Recommendation:

- | | | |
|--|--------------------------------------|---------------------------------|
| <input type="checkbox"/> College Admission | <input type="checkbox"/> Scholarship | |
| <input type="checkbox"/> Honor or Award | <input type="checkbox"/> Employment | <input type="checkbox"/> Other: |

Describe what you are applying for.

Example: A \$500 scholarship for an outstanding leader in good academic standing who has participated in school activities and has a record of service to school and community.

Is there a special form to complete? NO or YES → (If YES, include the form with this sheet.)

Who should the letter be addressed to? _____

What is their title or position? _____

What is the address I should mail the letter to? _____

List the activities you have participated in, the number of years, and what you gained or learned from each activity. Please include artistic, athletic, literary, service, and leadership positions (include an attachment if necessary).

Which activity was most important to you and why?

What do you consider your most important activities outside of school? List jobs, hobbies, volunteer work, religious activities, travel, music, art, and drama etc. Include the number of years of involvement and explain why this activity was significant to you.

List the awards and honors you have received in or out of school. Include elected offices you have held.

Describe the academic accomplishment (major paper, science experiment, artistic project) you are most proud of and explain why you take pride in it.

What do you hope to accomplish in college and after? Describe your career and personal goals.

List your three most distinguishing or most admirable qualities. Explain each in several sentences.

1.

2.

3.

What information would you like emphasized? Be specific.

List 3 teachers who will serve as a positive reference for you:

1.

2.

3.

You may attach a copy of your current resume and/or list of activities, clubs, organizations, accomplishments, and school/community service projects to this form if needed.