

Spooner High School

Request for Letter of Recommendation

Name: _____ Email: _____

ACT: _____ SAT: _____ Intended College Major: _____

Make Sure to ATTACH the Following

- * Transcript
- * Stamped, Addressed Envelopes (if applicable)
- * Senior Schedule
- * Resume or Personal Statement (if you have one)

Important Things to Remember

- Allow at least **TEN SCHOOL DAYS** for your teacher to complete this recommendation.
- Agree upon a **SEND DATE** with your teacher for when the recommendation will be sent/submitted:
- Always **MAKE YOUR REQUEST IN PERSON**.
- Select a teacher that can write about **YOUR ACADEMIC MERITS**.
- Please follow this **SAME PROCESS FOR COUNSELORS** who will write a letter.
- Please remember to write **THANK YOU NOTES**.

Send date

College/University Name:

Common App?

Mail?

Electronic? Due:

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

➡ Attach stamped, addressed envelopes if your letter is being submitted via mail.

➡ Email teachers website links if your letter is being submitted electronically - after you ask them in person.

1. List five words that describe you well. Tell us why.

2. List any experiences that have profoundly affected your life and how.

3. What are the personal qualities that make you stand out from the crowd?

4. What are your academic strengths? (writing, research, problem solving, etc.)?

5. Is your academic record an accurate reflection of your ability? Yes/No _____
 What factors (personal, family, social, academic) have contributed to your performance, positively or negatively?

6. Please list your work experiences (include leadership roles).

7. What has been your most significant contribution to SHS?

8. Please share anything else that might be helpful in preparing your recommendation.

9. Parents/Guardians: Please describe your student's best qualities.

Feel free to attach your activities resume in place of completing this portion.

Arts and Athletics	9	10	11	12	Leadership, Honors, Awards, etc.

Community/Academic Activities/Services					Leadership, Honors, Awards, etc