

## SPOONER HIGH SCHOOL REQUEST FOR LETTER OF RECOMMENDATION

<b>Name:</b>		<b>Email:</b>
<b>ACT:</b>	<b>SAT:</b>	<b>Intended Major:</b>

### MAKE SURE TO ATTACH THE FOLLOWING

Current Transcript and Resume/Personal Statement

### IMPORTANT THINGS TO REMEMBER

- Allow at least **TEN SCHOOL DAYS** for your teacher or counselor to complete this recommendation
- Agree upon a **SEND DATE** with your teacher or counselor for when the recommendation will be sent/submitted
- Always **MAKE YOUR REQUEST IN PERSON**
- Select a teacher or counselor that can write about **YOUR ACADEMIC MERITS**
- Remember to write **THANK YOU NOTES**

College/University Name	Common App?	Mail?	Electronic?	Due Date
	<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"/>	

→ *Email the website link if your letter is being submitted electronically - after you have asked them in person.*

### COMPLETE THIS SECTION TO ASSIST IN YOUR RECOMMENDATION LETTER

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

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

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

**What are your academic strengths? (Writing, research, problem solving, etc)**

**Is your academic record an accurate reflection of your ability? What factors (personal, family, social, academic) have contributed to your performance; positively or negatively?**

**Please list your work experience (including leadership roles).**

**What has been your most significant contribution to SHS?**

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

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