**Auburn School District**

Letter of Recommendation Request Form

Thank you for taking the time to write a letter of recommendation for me. I hope this information will help you write the letter on my behalf.

I hope to have the letter completed by:

**Personal Data Section**

* Full legal name:
* Parent Name(s):
* Cumulative GPA:
* Name of the person/college/organization to whom this should be addressed:
* Purpose of recommendation:
* List of colleges/training programs you have chosen or are considering:
* Vocation or career you are considering:
* Experience(s) you have had in this area:
* What are your best subjects?
* List of hobbies/special interests:

AP/Honors courses and/or areas of emphasis (i.e., music, CTE specialty, etc.)

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List five words that best describe you:

List three or more high school teachers or counselors who know you best:

**Activities Section**

In this section, also include any offices held, honors bestowed, and significant contributions. Attach a separate sheet, if necessary.

List and detail all school activities in which you have participated

| Grade | Activity |
| --- | --- |
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List and detail all sports activities in which you have participated

| Grade | Sport |
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List and detail all out-of-school activities (community service, Scouts, church, tutoring, etc.)

| Grade | Out-of-school activity |
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List and detail all leadership positions you have held both in and out of school

| Grade | Leadership position and activity |
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List and detail all work experiences (paid work, number of hours worked)

| Grade | Work experience and number hours worked per week |
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List and detail all awards and honors

| Grade | Award/Honor |
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**Please respond to the following questions**

What special talents do you possess (music, sports, etc.)?

Write a candid evaluation of yourself discussing what you consider to be your strengths and/or what makes you unique.

Describe an achievement, significant experience, or challenge that conveys to the reader a sense of who you are.