

LETTER OF RECOMMENDATION FORM FOR SENIORS

Name: _____ Student #: _____ Date _____ Counselor: _____

Letter needed by (date): _____ For: _____

Your letter of recommendation is one of the most important pieces of your college and scholarship applications. Remember, colleges don't know you, so you must represent yourself well on paper. Do more than list your accomplishments – put some heart in it. Provide an anecdote or example for some of your points. Get this form back to me **EARLY** so I have time to give your letter the care it deserves. **REQUEST YOUR LETTER AT LEAST 2 WEEKS AHEAD OF WHEN NEEDED.** Please type the questions and your answer on a separate sheet. Attach a resume or any other information you believe would be helpful. This form is also available on the Sprague website.

1. List several activities you've been involved in during high school. Sports, clubs, etc. What made these activities meaningful to you?
2. Any leadership positions held? If so name them.
3. Special recognition. (Awards given for sports, clubs, attendance, etc.)
4. Where do you volunteer your time? How do you give back to the community?
5. Work Experience? Describe.
6. What are your special talents?
7. List 5 words that describe you. Elaborate if you wish.
8. Name your biggest strengths. How have you developed them?
9. Now name your biggest challenges. What obstacles have you overcome in your life and how?
10. What do you think will make you successful in your future schooling?
11. List colleges you are interested in and what you plan to major in. What do you hope to accomplish in college and after? Consider your career goals and your broader goals.
12. If there is a certain area you would like for me to emphasize, let me know.