



Letter of Recommendation Request

Getting Started

Letters of recommendation are important for job references, college admission decisions and scholarships. Below are important items to consider before asking your counselor to write a letter of recommendation or fill out college application paperwork.

- Schedule an appointment with your counselor to ask your counselor to write a letter of recommendation for you.
- Provide advance notice, and allow at least 2 weeks for completion.
- **DO NOT** leave the request in your counselor's mailbox or drop it off on their desk.
- At the time of the appointment, give specific dates and directions on what to do with the completed recommendation forms.

Include the Following with Your Request

1. An **updated resume** including:

Year *Office or Position*
Awards and Honors
Extracurricular Activities
Work Experience
Volunteer Experience
Special Activities or Hobbies

2. Provide a **manila folder** with recommendation form and write your name on the folder.
3. Please type the **answers the questions** on the back of this form. Use careful thought, depth and detail. (You can download a copy of this form off of the Counseling website).
4. Provide a pre-addressed **stamped** envelope for each recommendation. **Include at least 2 stamps per envelope.**
5. Include other recommendation forms if provided by the college/employer.

For more information, please contact:

Eagle High School Counseling Department

Deborah Hansen	A-D	939-2189
Carmen Harm	E-K	939-2189
Megan Robinson	L-Q	939-2189
Carolyn Yoder	R-Z	939-2189

hansen.deborah@meridianschools.org
harm.carmen@meridianschools.org
robinson.megan@meridianschools.org
yoder.carolyn@meridianschools.org

Please **type** responses to the questions below and attach to this form.

Student Name: _____

Grade Level: _____ Telephone Number: _____

Email: _____

1. List four teachers who know you well:
 - a.
 - b.
 - c.
 - d.

2. List club activities, sports, and/or student leadership participation (indicate grade levels and offices held).

3. Indicate any awards and/or honors you have received.

4. Describe work, community service, volunteer service, church activities, or any outside-of-school activities that indicate your accomplishments.

5. What are your personal strengths? Please give examples, include hobbies, athletics, clubs, your personality, volunteer work, service, travel, etc. What is your biggest area of weakness and how have you worked on overcoming it?

6. Discuss your personal and professional goals, your college/career plans.

7. List any specialized courses that support your college and/or career choices. (include courses you have completed or in which you are currently enrolled, i.e. AP, honors, math, physics, etc).

8. What is your greatest accomplishment?

9. Give examples that describe your:
 - a. Capacity for intellectual growth, academic potential, curiosity
 - b. Initiative, self-motivation, responsibility
 - c. Leadership potential
 - d. Originality and creativity
 - e. Special talents

10. Are there any extenuating circumstances that I should be aware of (hardships, personal obstacles), if so please explain them?