



Elk River High School

Letter of Recommendation

Purpose of this form:

This form asks you to do the unthinkable: Brag about yourself! Why? So the adults you ask to write YOUR letters of recommendation will know YOU better when they sit down to write your recommendation. A good letter may make the difference in your acceptance to college or awarding a scholarship! Pay extra attention to details when bragging about yourself and use the following criteria:

- Use complete sentences.
- Include as much information as possible.
- Be specific! Use concrete details.
- What have you done or who are you that sets you apart from other students? Colleges are looking for unique traits, special skills and strong interests that you have followed with some passion.

Letter of Recommendation Worksheet

NAME _____

ADDRESS _____

PHONE (Home) _____ (Cell) _____

E-MAIL _____

COMPLETE THIS SECTION WHEN ASKING AN INDIVIDUAL TO WRITE A RECOMMENDATION LETTER

If there is a deadline for this letter, what is it? _____ (please allow at least two weeks)

____ I will pick up the recommendation letter and mail myself

____ Send my letter electronically

____ Please mail to:

Name of College _____

Address _____

City, State Zip _____

Attention: _____

What do you plan to study? _____

List your major activities for each year of high school, including school activities as well as jobs, awards, sports, community service, special interest clubs, etc. **BE SPECIFIC!**

FRESHMAN YEAR:

SOPHOMORE YEAR:

JUNIOR YEAR:

SENIOR YEAR:

SUMMER EXPERIENCES (study/work/travel/hobbies):

1. **EXPLAIN:** Do your grades and/or SAT/ACT scores reflect your academic potential? Why or why not?



2. Why do you want to go to college? Include potential goals, interests, and/or majors:

3. List FIVE adjectives or descriptive phrases that illuminate who you are:

4. How do you think a teacher might describe you?

5. Describe your family: parents' occupations; parents' or siblings' education; financial situation; special circumstances, etc.

6. List three teachers who can offer more information about your abilities.

7. Think about your accomplishments in life so far. What about them makes you proud?

