

RECOMMENDATION REQUEST FORM HELP ME HELP YOU

Directions	You've been given this sheet because you asked me for a letter of recommendation. While I'm happy to help, I receive many requests each year and need the info on this sheet to efficiently complete your request. If you run out of space on the grid for any of your answers, feel free to continue writing on the back of this sheet.	Clearly print your name exactly as you want it to appear in your letter: _____ Which class (or classes) and which year (or years) did we work together?	
	How many copies of this letter do you need?	Will this letter be uploaded as part of your Common Application?	YES NO
What career/s are you considering for your future? Why are you drawn to this/these fields?		List your top accomplishments:	
Describe a problem you've faced and how you overcame it:		Describe any leadership positions you've held (club officer, sports captain, shift supervisor at work, etc.) and what you've learned from the experience:	
Describe a problem you've faced and how you overcame it:		Favorite academic subject? Why?	
List three adjectives that accurately describe you:		Ask your friends to write three adjectives that accurately describe you: <i>(Yes, I expect to see different handwriting here.)</i>	
What makes you mad?		Describe a favorite memory from our class or work together:	
What makes you happy?		This letter is needed for: <i>(Check all that apply.)</i> <input type="checkbox"/> College application <input type="checkbox"/> Scholarship <input type="checkbox"/> Job search <input type="checkbox"/> Academic program/Internship <input type="checkbox"/> Scouting award <input type="checkbox"/> Other: _____	
Is there anything else I should know as I write your letter?		Date letter is needed by:	

Unless you provide specific addressee information attached to this page, I will create a generalized "To Whom It May Concern" letter.
 If any letters are required to be mailed by me, you must supply stamped, addressed envelopes with this request form.