REQUEST FOR RECOMMENDATION

Toledo Jr/Sr High School

This form should be filled in by the student and then presented to the person being asked to write the recommendation. The person writing the recommendation needs two weeks advanced notice.

Student Name: _____

Purpose of recommendation: ☐ Portfolio ☐ Scholarship

☐ College ☐ Employment

Due Date: _____ - _____ - _____
Month Day Time

Recommendation will be:
☐ Picked up by student
☐ Given to counselor
☐ Mailed by person writing recommendation
(Student will provide stamped envelope)

Specific Information to be included in recommendation:

Student Information: (Your response to the following questions will assist the person writing your recommendation. Write or type your answers using your best writing skills)

1. Describe three experiences which have contributed to your development as a mature person since entering high school.

2. List the two or three extracurricular activities which you have found to be the most meaningful. Explain why each has been important to you.

3. Describe your strengths (academic, social, personal, hobbies, etc.).

4. Explain your future goals (educational, career, personal).

5. List any hardships.

Attach recommendation form if applicable. It is recommended that you attach an updated resume.