

Request for a Letter of Recommendation
Student Information Sheet
Priest River Lamanna High School

Student Name: _____ Email: _____

Expected Grad Date: _____ Reason for Recommendation: _____

Would you like this completed letter emailed to you? _____ Printed in hardcopy? _____

Please answer the following questions with details to help your letter have weight and appear unique from others. Do NOT skimp on details even though the teacher/counselor may know you. It is the unknown details that make the letter different from every other that will be submitted. The focus should include experiences from the most recent high school years.

List the teachers who could help evaluate you academically or personally: _____

Academic Information: GPA: _____ Test Scores: _____

AP, Honors, or Specialized Classes taken: _____

Activities Information: (Academic clubs, Sports, Extracurricular, Community-based clubs)

Organization	Brief Description	Dates Participated	Leadership Roles

Volunteer Experience:

Organization	Brief Description	Dates Participated	Leadership Roles

Awards: (List any awards and/or honors you have received or any special accomplishments.)

My Goals:

Work Experience: (Describe work experience you have had and how it has impacted you.)

Strengths and Weaknesses: (Describe your strengths and weaknesses.)

List several **Adjectives** that best describe you:

Is there something **Special/Unique** or **Something you have had to overcome** that would better support your letter of recommendation?
