

BISMARCK HIGH SCHOOL

Letter of Recommendation Request Form

(Students please fill out this form at least 2 week prior to recommendation due date)

Student Name: _____ Grade: _____

Instructions to the Writer of Letter of Recommendation:

College/ Scholarship/ Employer/ Other Name: _____

When is the Letter Deadline: _____

In order for your counselor to do the best job possible of representing you, we are asking you to complete the following information.

Academics:

GPA: _____ Class Rank: _____ in a class of _____

Intended College Major(s): _____

Long Range Career Plans: _____

Advanced Coursework (Honors, Enriched, College Prep, AP Courses)

<u>Year</u>	<u>Course</u>	<u>Year</u>	<u>Course</u>
_____	_____	_____	_____
_____	_____	_____	_____

Awards and Honors: *(list the awards and honors you have received during your four years of high school)*

<u>Year</u>	<u>Award or Honor</u>	<u>Year</u>	<u>Award or Honor</u>
_____	_____	_____	_____
_____	_____	_____	_____

Community Service: *(List your in-school & out-of-school community service & total hours)*

<u>Year</u>	<u>Description of Service, Position Held & Total Hours</u>
_____	_____
_____	_____
_____	_____
_____	_____

Extracurricular: *(List your in-school & out-of-school activities & Year of Participation)*

<u>Year</u>	<u>Description of Activity, Position Held and Awards if any</u>
_____	_____
_____	_____
_____	_____
_____	_____

About You:

List any work experience, travel experience or special educational experience you have had and when:

<u>Year</u>	<u>Description of Experience</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List any Special Interests, Hobbies, or Talents:

List what you would consider as your strengths as a person and academically:

Please list any other information about yourself that you would find to be helpful in the writing of this letter or any information you would like the writer of this letter to highlight:
