

Letter of Recommendation Form

This form must be completed and returned to Mrs. Quain **AT LEAST TWO WEEKS IN ADVANCE**

Date turned in _____

Office staff only

Name _____ Date _____

Organization that letter should be addressed to _____

This form assist in writing your recommendation. The more specific details you provide, the more thorough your college/scholarship recommendation will be. This form will also help you with the entire college application process, especially in preparing for interviews and writing admission essays.

1. School activities: List the activities you have participated in, the number of years, the amount per week and what you have gained or learned from each activity. Consider artistic, athletics, literary, community service and leadership positions.
2. Which activity was most important to you?
3. What activities do you do out of school? List jobs, community service, list numbers of years and amount of time spent weekly.
4. In and out of school, which awards and honors have you received? Which elected offices have you held?

