

# Recommendation Request Form

## Directions



You will need a letter of recommendation (or 3) for your portfolio. The Form that is provided in this packet is to be given to the person whom you would like to vouch for you. Typically letters of recommendation are valued if they are from someone who knows your character, work ethic, and value system. They can vouch that you are the right candidate for the job, school, volunteer position, or place of honor such as scholarships or grants. You may submit the form (completed by you) to a

1. Current Teacher
2. Former teacher (high school only)
3. Family FRIEND – No family members are allowed to write a letter for you
4. Your supervisor or mentor
5. A religious figure
6. A coach
7. A former supervisor or employer
8. An organizer for a volunteer position you have completed
9. A club advisor
10. An administrator
11. Many more sources, if in doubt ask Ms. Boyer

### **Why the form?**

Many times people are comfortable vouching for you, but they may not know in what context to write the letter. Also, you are providing the form filled out so that they may include more facts or details to make the letter interesting.

# Recommendation Request Form



**Thank you for agreeing to write a letter of recommendation for me. I would appreciate the letter on company letterhead if available.**

**Your Name:** \_\_\_\_\_ **Date Form Provided:** \_\_\_\_\_

My full name is \_\_\_\_\_ and my cell phone number is \_\_\_\_\_.  
My Academic GPA is \_\_\_\_\_ while my Cumulative GPA is \_\_\_\_\_.

Please contact me if you have any questions. I plan to use this letter for—(check all that apply)

- Employment
- College Admissions
- WBL Portfolio

This letter should be addressed to the following address:

\_\_\_\_\_

This letter should be addressed to the following person:

**Check here if this is a general letter and does not have a specific reader**

My current career/academic goals:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My involvement with school has been: (Club or Sport and list the years)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When writing your recommendation, please consider the items below and how they relate to the plans/goals I have outlined for you.

- Personal character
- Work ethic (including punctuality, use of sick time, working with others, etc.)
- Motivation
- Enthusiasm for learning
- Relevant technical or career-related skills
- Relevant academic experience

I would appreciate it if you could complete the letter by this date: \_\_\_\_\_

- I will pick the letter up when it is completed
- Please paper clip this form to the top of the letter**

Thank you for your help!