

REFERENCE REQUEST FORM

Please fill out this form as accurately and completely as possible. Don't be afraid to "brag" about yourself a little. Your counselor and teachers can use this information in writing your recommendation for scholarships, college admission, and other honors/awards. Remember..... please request a letter or college recommendation form at least 2 weeks in advance. Please return this form to your guidance counselor or teacher you have requested write your recommendation.

Date of request

Full Legal Name

Name you go by

List all activities and leadership roles you have had, beginning with 9th grade.

Clubs and Organizations:

Name of club

Years involved

Offices held

Awards and Honors:

Name of award

Reason for award

Years received

Athletics:

Sport

Years involved

Position played

Awards/recognition

Church and youth group activities:

Where	Type of activity	Length of time
_____	_____	_____
_____	_____	_____
_____	_____	_____

Community Service Involvement:

Dates	Length of time	Brief description	Organizations involved
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Plans after leaving high school:

___ College (proposed major) _____

List schools you plan to apply:

___ Technical School (proposed major) _____

List schools you plan to apply:

___ Military (which branch, what job would prefer) _____

___ Work (where, doing what) _____

Career Goal: What do you want to be when you "grow up" and why are you interested in these areas?

1st Choice:

2nd Choice:

3rd Choice:

ACT/Grades:

Have you taken the ACT? Yes ____ No ____ Composite score: _____

GPA: _____

Do you feel that your grades and/or test scores adequately reflect your potential?

Please explain:

Work Experience: (past and present)

Employer

Position

Dates

What do you consider your **strongest personal assets**?

What three adjectives best describe you?

Is there anything else you would like someone writing a recommendation to know about you? (Hardships you have overcome; accomplishments you're particularly proud of, etc.)
