



Request for Teacher Letter of Recommendation

*Instructions: Please fill out the information below and **attach a copy of your resume/ accomplishments** and submit them to your teacher as soon as possible (at least three weeks before the due date). Please keep in mind that in order for a teacher to write the best letter for you they will need adequate time and information to do their best. Please ask no more than two teachers for recommendations unless a scholarship or school asks for more than two.*

Name _____ Date _____

Email _____ Phone _____ Earliest Application Deadline _____

Classes taken with the teacher _____

Names of others writing letters of recommendation _____

What knowledge or skills did you gain from this course?

What areas of the course were the most challenging? How did you go about meeting this challenge?

What areas of the course were the most interesting to you? Please highlight any victories/projects/ books/ memorable moments/topics that were especially meaningful to you.

What are your educational goals? Do you have specific career goals? An intended major?

Please check the five characteristics below that you feel most closely describe you. Please ask your parents for confirmation before you decide:

- | | | |
|--|--------------------------------------|---|
| <input type="checkbox"/> Adventurous | <input type="checkbox"/> Flexible | <input type="checkbox"/> Perceptive |
| <input type="checkbox"/> Articulate | <input type="checkbox"/> Generous | <input type="checkbox"/> Poised |
| <input type="checkbox"/> Athletic | <input type="checkbox"/> Gentle | <input type="checkbox"/> Practical |
| <input type="checkbox"/> Charismatic | <input type="checkbox"/> Happy | <input type="checkbox"/> Problem-solver |
| <input type="checkbox"/> Clever | <input type="checkbox"/> Helpful | <input type="checkbox"/> Productive |
| <input type="checkbox"/> Collaborative | <input type="checkbox"/> Humble | <input type="checkbox"/> Realistic |
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Humorous | <input type="checkbox"/> Reliable |
| <input type="checkbox"/> Confident | <input type="checkbox"/> Imaginative | <input type="checkbox"/> Self-Confident |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Independent | <input type="checkbox"/> Self-reliant |
| <input type="checkbox"/> Curious | <input type="checkbox"/> Industrious | <input type="checkbox"/> Shy |
| <input type="checkbox"/> Dedicated | <input type="checkbox"/> Intelligent | <input type="checkbox"/> Sincere |
| <input type="checkbox"/> Disciplined | <input type="checkbox"/> Kind | <input type="checkbox"/> Sophisticated |
| <input type="checkbox"/> Easy going | <input type="checkbox"/> Logical | <input type="checkbox"/> Studious |
| <input type="checkbox"/> Enthusiastic | <input type="checkbox"/> Loyal | <input type="checkbox"/> Strong-minded |
| <input type="checkbox"/> Expressive | <input type="checkbox"/> Mature | <input type="checkbox"/> Tactful |
| <input type="checkbox"/> Flexible | <input type="checkbox"/> Neat | <input type="checkbox"/> Thoughtful |
| <input type="checkbox"/> Generous | <input type="checkbox"/> Organized | <input type="checkbox"/> Warm |
| <input type="checkbox"/> Gentle | <input type="checkbox"/> Patient | <input type="checkbox"/> Well-mannered |

List specific examples for two of the characteristics you checked:

List an example of how you displayed leadership in the classroom or subject area:

Parent Section: Parents please add any information here about what you see as your student's strengths- Please share at least one example to illustrate your point.

Indicate any information here that you would like emphasized in your letter that has not already been addressed:

Students: 1. Ask respectfully for the teacher to complete the letter for you. 2. Give this form along with your resume to the teacher three weeks in advance of your first deadline. 3. Follow-up within a few days of the deadline to make sure the teacher did not have any additional questions.