

Request for Letter of Recommendation

Student's name _____ Date _____

Requesting letter from _____ TAC _____

Plans after high school _____

List all the **school** clubs, committees, organizations that you have been a part of your during your 4 years of high school. Indicate the years that you were involved and any leadership roles that you've had.

Activity	Years	Leadership	When

List all the **community** clubs, committees, organizations that you have been a part of your during your 4 years of high school. Indicate the years that you were involved and any leadership roles that you've had.

Activity	Years	Leadership	When

List any paid employment that you have had during your four years of high school.

Employer	Type of Work	Avg. Hours/ Week	When

List all honors, awards, or other types of recognition that you have received during your four years of high school. _____

Briefly write about what makes you unique. _____

How would you describe yourself as a student? _____

Is there anything else that you would like to share that might help a person write a letter on your behalf?

Please address the letter of recommendation to the following schools/scholarships: _____
