

REQUEST FOR RECOMMENDATION

Reminders to the Student about Letters of Recommendation:

- Be sure to give the recommendation writer two weeks' notice to submit the letter of recommendation.
- The recommendation should come from a non-family member.
- For academic scholarships ask a "core" teacher who knows you well.
- For talent-based scholarships ask your coach or specific "talent" teacher for the recommendation (example: scholarship - Art Teacher).
- Be sure to have pre-addressed, stamped envelopes to give your letter-writer(s).
- Be sure to jot the recommendation writer a note of thanks.

To: _____ Date: _____

From: _____

Thank you for your willingness to write a letter of recommendation for me. I appreciate your time and consideration of me.

The recommendation is for:

___ admission to college

___ scholarship

___ employment

This is a(n): ___ open letter of recommendation
___ closed

The college/scholarship agency/business is: _____
(print full name)

___ Please use the attached form.

___ Please use Ponca School letterhead.

___ Please use the following website: _____

My password: _____

My user name: _____

The completed recommendation should be:

- ___ emailed to the address above
- ___ returned to me
- ___ mailed directly by you

My class rank is: _____ / _____
My current GPA is: _____ (100% scale)
 _____ (4 pt. scale)

Please complete this recommendation by: _____.

1. I took the following courses from you (or were in these activities which you moderated):

2. Job Shadows:

With Who:	Job Field:
1.	1.
2.	2.

3. My principle extra-curricular activities have been (note offices/honors):

4. My community interests, volunteer work or job commitment:

5. My college/career goals are:

6. I think my greatest strengths are:

7. The college is particularly interested in/concerned about:

8. Other information that may be helpful: