

Letter of Recommendation Form

As you prepare for college and scholarship applications, you may need to ask a teacher or counselor for a letter of recommendation. If you want a letter written, you **must** present this completed form to the Counseling Office. You may make copies of this form to give to you teachers when requesting recommendations from them. This information will assist the counseling staff in writing about you rather than just listing your accomplishments. *Please allow at least one week minimum for the completion of the letter of recommendation by a teacher and/or counselor.*

Student Name: _____ **Number of years at GBHS** _____

List 5 adjectives that best describe you: 1. _____ 2. _____

3. _____ 4. _____ 5. _____

What are your major strengths? _____

Activities and Accomplishments: *When listing items, please specify leadership roles, approximate hours of participation per week, and grade(s) you were in for each. Attach a personal resume if you wish.*

Academic Accomplishments: _____

Honors and Recognitions: _____

In-School Activities: _____

Out-of-School Activities: _____

Teachers who know me well: _____

(more on back)

Tell about one of your most meaningful experiences or passions that you have in life?

What has been one of your most meaningful school-related experiences?

What would you like to have accomplished in ten years?

Have there been any extenuating circumstances during your high school career that affected your academic performance? If so, please explain in the space below.

Hobbies: _____

Career Objective(s): _____

Please list the colleges/universities you are interested in attending:

