

Clovis West High School

Request for Letter of Recommendation

Please complete the following questionnaire (**typed and on separate paper**) and turn in at least two weeks ***before*** your letter of recommendation is due. * Please be aware of holidays such as Winter Break so that your counselor has plenty of time to complete the letter before it is due!

Name: _____ Date Submitted to Counselor: _____

Email: _____ Date Needed: _____

Please list colleges/scholarships you are applying for:

- What is the name of the college/organization? Date letter is due?
- What is it about the college that interests you?
- What are you planning to study in college?
- Why do you wish to pursue this major?
- Which high school courses motivated you and why?
- How would your teachers describe you? What are your strengths? Limitations?
- How would your friends/family describe you? How have you helped them?
- How would you be a contributing member of the college student body? What do you bring to the table that others do not?
- What were your extracurricular experiences while in high school? How did these experiences change you? Mold you into the person you are today?
- What is your favorite thing to do?
- Do you have a motto or slogan that guides you? What is it? How does it help you?
- Do you have a favorite book/author/movie that serves as an inspiration? Why?
- What other information would you like for me to share so that I can write an authentic and honest letter for you?