

Letter of Recommendation Request Form

Name: _____

Name(s) of school(s)/scholarship(s) for which letter is needed:

1. _____ Due Date: _____

2. _____ Due Date: _____

3. _____ Due Date: _____

What major/minor are you considering? _____

Please answer as carefully and completely as possible; include as much information as you can. The style and form of these statements are not of great importance, but the *content, quality, and specific examples* are (you don't have to write complete sentences). Be as comprehensive as possible. I appreciate the information and will be able to write a stronger letter for you. Do not write what you think is the "correct answer" or what you think colleges want to hear. Instead, please respond honestly and in ways that genuinely reflect who you are, what you think, and how you feel. Please feel free to type your answers on a separate sheet of paper if you wish to do so.

Why are you asking me to write the letter? What is it about my class that you feel like I could best explain to your college or scholarship committee? Is there a particular memory or experience in my class you would like to share with me or that helps me understand your feelings about the class? **THIS IS VERY IMPORTANT BECAUSE IT WILL HELP ME PERSONALIZE YOUR LETTER.**

What was the hardest part of physics for you? What was most challenging about your overall high school experience? How did you overcome these difficulties?

What are your proudest academic AND personal accomplishments? Do you have any volunteer or work experience?

What skills/hobbies/interests do you have?

What extracurricular activities have you participated in? Why did you choose/enjoy those most?

Are there any other qualities or highlights outside of class I can include to illustrate my points about you? Be sure to make it clear if there is something you wish me to emphasize that I might not immediately think to include. These include challenges you have overcome, special talents, activities, etc....things that might set you apart from your peers here and around the country.