
Letter of Recommendation Student Fact Sheet

Directions

Provide this completed form to each teacher who agrees to write a letter of recommendation for you.

Important! If you have not already corresponded with your teacher about writing you a letter, either in person or via email, please have a discussion or attach a formal request to this sheet using the guidelines provided in Magoosh's [How to Ask for a Letter of Recommendation blog post](#).

Basic Information:

Your name: _____ Current GPA: _____

What date do you need your letter by? _____

How do you need your letter submitted? Hard copy Uploaded electronically

Who are you requesting your letter from? _____

Which classes have you taken with this instructor currently, or in the past? What grades did you receive, or are currently receiving?

Course Name	Grade Level Taken	Grade Earned

Additional Information:

Briefly list what colleges you're applying to, and in what programs or majors (if decided). What drew you to these particular schools and programs?

Briefly discuss one of your favorite moments from a class with this instructor, something meaningful you learned, a particularly compelling topic, etc:

Please answer the following questions about yourself briefly but thoroughly:

1. What 3 words would you use to describe yourself?

2. What are your greatest strengths? Explain.

3. What about your weaknesses? In what ways have you grown the most or overcome hurdles over the course of high school?

4. What kinds of extracurricular activities do you participate in? Why are they meaningful to you? What have you learned as a result of them?

5. Do you have a job or do volunteer work outside of school? Discuss these activities.

6. Have you won any awards or honors? What accomplishments of yours should a college know?

7. Briefly discuss any scholarships you are applying for and why you believe you are a great candidate for them.

8. Is there anything else you feel that your instructor or college admissions boards should know about you?