

**Reynolds High School**  
*Letter of Recommendation Request*

If you would like a staff member to write a letter of recommendation on your behalf, answer the following questions to help them write the best possible personal letter. This request form should be accompanied by your resume, personal statement (you can use your OSAC personal statements, cover letters or other college admissions essays) and should be submitted at least 7-10 days before you need the letter.

**Name:** \_\_\_\_\_ **ID #** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

1. What is the purpose of this recommendation? (College admissions, job application, scholarship? If it is a specific scholarship, include details regarding the focus of the scholarship—academics, service, leadership, etc.)

2. Describe your post high school plans—college, career, additional training, personal and/or professional goals.

3. Select a high school or community activity, job or other special interest that is of great importance to you. Describe it, why it is so important, and why you value this.

4. Describe an academic accomplishment (a specific class, a major paper, an artistic project, etc.) that you are most proud of. Tell why you take pride in it.

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5. What kind of learner are you? Which academic setting or type of assignments make you thrive? How do you learn difficult material? What strategies work for you?

6. List three most distinguishing or admirable qualities. Provide examples of how you exhibit those qualities (be specific).

7. List three staff members who know you well and can speak positively about your work and personal characteristics. Include how you know them. (For example: 9th grade English teacher.)