

DATE _____

**CARDINGTON-LINCOLN HIGH SCHOOL
RECOMMENDATION REQUEST FORM**

NOTE TO Student: Please take your time in completing this form. If you do not feel you have neat and legible handwriting, then please type your answers on a separate sheet of paper. The information you include allows a teacher to honestly express his or her opinions about you, thus helping to set you apart from your classmates.

NOTE TO Teachers: Please return your completed letter of recommendation to Mrs. Levering via email. She will print it off on letterhead and return to you (in your mailbox) for your signature. Please return to Mrs. Levering and we will keep on file in the Guidance Office. **Please return within two to three weeks after receiving the request.** Your time and effort is greatly appreciated.

Student Name _____

Class or Activity _____

Dear _____,

As I embark on my high school application process, I am respectfully requesting recommendations from those who have watched me grow over my high school career. I consider you to be one of the adults I have connected with and to whom I have shown my strengths. I have provided for your convenience, a list of my accomplishments and other reasons why I am a good candidate for a recommendation. Please contact me if there is any other information you are seeking that would be helpful to you. Thank you in advance for your time and consideration.

Sincerely,

1. What specifically about this class/activity or this adult made you decide to ask him/her for a letter of recommendation? _____

DATE _____

2. What activities in or out of school have been the most meaningful to you and why? (Feel free to discuss more than one.) _____

3. Describe the ways in which you have participated in community service over the past three years. What did you learn from these experiences and what are your plans for community service in the future? _____

4. Describe in detail your future plans (career goal, major in college, college choice, etc.).

5. List six words that you, your family, or your friends would use to describe you.

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____