

Letter of Recommendation

This page will help you decide whom to ask for a letter of reference.

Never list a person as a reference until you have personally asked them. Remember to ask for a **good recommendation**. You do not want a weak letter - the competition is too tough.

Choose the five (5) most important people who would write you the best possible letter. The most important group is under employers. Next, look at the group of people with titles. Continue down and decide on the best people to help you. Below write their names and telephone numbers. You will ask five (5) people and hope to get back three (3) good letters.

Employers who

- Hired or trained you for a job
- Used you to fill in on a job
- You did non-paid work experience under
- Have seen you work hard for others

People with Titles

- Doctors or specialists who know your health
- Teacher who think you are responsible
- School, job, or vocational counselors who know your talents
- Religious leaders, social workers, parole officers who think you are a good person
- Bankers or policemen who know you are responsible or pay bills
- Coaches or teachers who have seen you be disciplined and try hard to improve
- Organizational leaders who have seen you do a good job for their group

People who know your character

- Landlord who thinks you are responsible

- People you share hobbies with who think you are careful, safe, or a skilled person
- Sales people who think you get along well with people
- Friends or relatives with different last names from yours who may own a business and who want to help you get started
- People who have lived in the community a long time and who could say they liked or trusted you

People to ask	Name	Title or job position
Telephone		
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

(See pp. 33-37 for more reference guidelines)

Activity Form

Name -

Last

First

Middle

Please indicate below all of the extra-curricular activities engaged in during high school and check the year(s)

Athletics	9	10	11	12

Club Membership (School, Community and Church)

9	10	11	12

Offices Held (Club and Student Body)

9 10

11	12

Other Activities (Music, Drama, Journalism, etc.)

9 10

11	12

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Awards, Honors & achievements (School and Community)

9 10 11 12

Record of Employment (Volunteer and Paid)

9 10 11 12

This statement **must be signed** by the submitting student to make the application available to any local scholarship committee.

I declare that all data provided on this application or form is true and correct. I agree that if any part is found to be false, in any way, I will surrender submission of **ALL** local scholarship applications for this school year. If any information on this application is false, I acknowledge that I will give up any claim to the scholarship funds for which this application was submitted.

Student applicant _____

Parent/Guardian _____

