



THE HIGH SCHOOL OF SAINT THOMAS MORE

Letter of Recommendation Request

Instructions: at least four weeks before the first application deadline, complete this form and talk to the teacher(s)/counselor that you want to ask for a letter of recommendation. In order to help teachers/counselor write their recommendation, answer the questions on page two, and check with the teacher to see if they have their own individual questionnaire or would like any additional information.

Student Name _____ Date: _____

Student Email: _____ Student cell #: _____

College/Scholarship Application List:

Is this school on Common App?

Name of School/Scholarship: _____ Due Date: _____ Y N

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Dear _____,

Thank you so much for agreeing to write this letter of recommendation for me. I asked you because I think you are a teacher who knows me well and who can accurately evaluate my potential for academic success in college. This information may be helpful to you as you write the recommendation. Please contact me if you have any questions.

Recommendation Questions:

1. I think three qualities that best describe me are:

- a.
- b.
- c.

2. I am considering the following college major:

3. I am considering the following as a career:

4. I think my academic strengths are:

- a.
- b.
- c.

5. These are some of the things I want the college admission and/or scholarship committee to know about me:

- a.
- b.
- c.

6. These are the extracurricular activities that I have participated in during high school:

Activity	Position held	Year(s)

You can attach a page if necessary