

Buchanan High School  
Request for Letter of Recommendation

Please complete the following information typed and turned in **TWO WEEKS** before your letter of recommendation is due. This form can also be downloaded from the BHS Counseling Website.

Student Name: \_\_\_\_\_ SID #: \_\_\_\_\_ Due Date: \_\_\_\_\_

Personal Information:

1. Reason for letter of recommendation (i.e. scholarship, college application, special award, military)?
2. What are your favorite academic interests? Which courses motivated you and **WHY**?
3. How would your teachers describe you? What are your strengths and limitations?
4. List three achievements in your life of which you're most proud and describe why you're most proud of them.
5. Please write down your favorite quote and/or a saying or motto that sums up who you are as a person, who wrote the quote, or where did you find it, and **why** you chose it.
6. What is something that most people don't know about you?
7. Have there been any struggles/barriers that you've encountered? Has anything affected your academic performance and if so, what? Please describe them and share how you've overcome these obstacles.
8. Briefly discuss leadership skills you possess, organizational skills you used in a project, or skills you possess that others have noticed about you.
9. Indicate how your cultural background has impacted who you are.
10. What other information would you like to include? (i.e. outside school interests, activities, hopes, dreams, financial need, things that make you different from other applicants). Don't be shy!

High School Information:

11. Are you involved in any co-curricular activities in school? (i.e. sports, clubs, academic teams, etc) How many years and please describe your experiences.
12. Number of community service hours to date. What have you done? **What has it meant to you?** What have you learned? Why did you choose this community service?
13. What honors or awards have you received? Be specific.

After High School:

14. What are your plans after high school?
15. List colleges where you are applying for admission.
16. What are you planning to study in college and why do you wish to pursue this major or career?
17. Have you had any experience in their career field and what has it meant to you?
18. Describe the qualities you would bring to the undergraduate student body at the university level.