

Request for Letter of Recommendation



BEACON
HIGH
SCHOOL

Students seeking a letter of recommendation should fill out the three (3) pages of this form completely and give it to the Beacon staff member who will write the recommendation. If requesting recommendations from more than one Beacon staff members, each request should be submitted on a separate form.

Date of request: ____/____/____

Student Name: _____

requests that a letter of recommendation be written by: (name of Beacon staff member)

Date the letter of recommendation is due: ____/____/____

Purpose of the recommendation letter:

- College
- Scholarship
- Employment
- Other [e.g. summer program, gap-year program, etc.]

Please **name** each of the college(s), scholarship(s), employer(s), or program(s) that will receive the letter here:

Recommendation will be:

- Picked up by the student on (date to be picked up): ____/____/____
- Mailed by the person writing the recommendation. [*Student must provide an envelope that is stamped and addressed to the admissions office, scholarship committee, or employer requesting the letter of recommendation.*]
- Completed directly online via the "Common Application" link, e-mailed by the student.

To assist in the preparation of your letter of recommendation, please respond to the following questions. Attach a separate piece of paper if you need more space.

Also, please attach a copy of your résumé to this form if you have one.

1. Please describe why you have applied for this opportunity (college, scholarship, gap-year opportunity, job, etc.). How does it relate to your interests, experiences, and goals?

2. Describe your strengths (academic, social, personal, talents, etc.)

3. What are your long-term career goals and professional ambitions?

4. List one or two activities you have been involved in during high school and what you have gained from participating in those activities.

Please use the following rating system to complete all the items in this **self-evaluation questionnaire**:

5=excellent • 4=very good • 3=average • 2=below average • 1=need improvement immediately

1. _____ Do you get to class on time?
2. _____ If you are absent, do you call a classmate to get missed class work or homework?
3. _____ Do you enter the classroom respectfully and ready to work?
4. _____ Do you make sure all your work gets into the right folder or binder after class?
5. _____ Do you volunteer to answer questions in class?
6. _____ Do you listen respectfully when someone else is speaking?
7. _____ Do you ask questions in class or after class to clarify when you don't understand?
8. _____ How interested and enthusiastic are you in class?
9. _____ Do you eat a nourishing breakfast every day so you will have the energy to focus on your work?
10. _____ Do you take responsibility for completing your task(s) without having to be constantly reminded?
11. _____ Are you supportive of your classmates by helping them when you've finished your own work or encouraging them instead of putting them down?

What area do you need to work on and how do you plan to improve?