Senior Recommendation Letter Request

Please complete the following questions if you wish to have a recommendation letter written on your behalf. You only need to answer the questions which apply to you. The more specific details you provide, the more thorough your recommendation letter will be. <u>Allow 10 school days</u> (excluding holidays) for your recommendation letter to be completed. Completed requests may be dropped off in the Guidance Office or emailed to Ms. Whitesel (<u>swhitesel@ekschools.org</u>) from your EK email account.

Name: Date:

1. School Activities. List the activities you have participated in, the number of years, and the amount of time per week you spend, and what you have learned from each activity. This may include artistic, athletic, literary, community service, and leadership positions.

2. Which activity was most important to you and why?

3. What do you consider your most important activities outside of school? List jobs (paid or voluntary), religious activities, hobbies, travel, music, art, and drama. Include the number of years of your involvement and the amount of time you spend on the activity weekly, and explain why this activity was significant to you.

4. Which awards and honors have you received either in or out of school? Which elected offices have you held?

- 5. What book(s) have had the greatest impact on you? Why?
- 6. Describe the academic accomplishment (major paper, science experiment, artistic project, etc.) you are most proud of, and tell why you take pride in it.
- 7. What kind of learner are you? Which academic settings or assignments make you thrive? What subjects interest you most?
- 8. List and explain your three most distinguishing or most admirable qualities.

9. What do you hope to accomplish in college and after? Have you decided on a major? Consider your career goals and broader life goals.