



Letter of Recommendation Request Form

A letter of recommendation can be a valuable asset as you pursue your future plans, whether it is intended for employment, college, trade school, or the military. The best recommendation letters usually come from people who have worked with you closely enough to know you very well (e.g. mentors, teachers/tutors, employers, coaches/trainers, club advisors, religious leaders, etc.). You may also want or need a letter of recommendation from your Clonlara Advisor.

Be sure to make a personal request for each letter you seek. It is a courtesy and an honor for anyone to compose a recommendation for you. Once you have verified a person's willingness, complete this questionnaire and send it directly to him/her. Your answers will help your Advisor and other supporters to write meaningful personal recommendations. Of course, you may skip portions of the form if something does not apply to you, or add pages if you would like to share additional information.

Writing a letter takes time; it may take your Clonlara Advisor up to 30 days after you submit this Letter of Recommendation Request Form.

Note: For college applications, you may waive your right to view recommendation letters as this gives more credibility to each recommendation in the eyes of many colleges.

Your full name: _____

E-mail: _____ Phone: _____

Clonlara School Advisor: _____ Date: _____

Intended recipient(s) of recommendation letter (include name, title, and contact information)

Post-Secondary Plans:

1. What are your goals and dreams?

2. What are your immediate plans after high school graduation?

3. List colleges, vocational schools, or branches of the military to which you plan to apply.

Character and Personality:

1. What people, ideas, or books have had a strong influence on the person you are today? Explain the influence.

2. What is your greatest passion?

3. Describe your academic strengths.

4. Describe an area in which you once struggled to succeed. Explain how you overcame your struggle.

5. Describe your personal strengths.

Special Talents, Awards, and Honors:

1. List any non-athletic activities that you have participated in, such as religious youth groups, musical groups, community service activities, summer programs, academic competitions, regional talent searches, clubs, etc.

2. Describe any athletics that you were involved in during high school. Provide specific information regarding the level of the sport and the amount of time invested.

3. List any work experience in which you were paid for your services.