Please submit this form *at least 2 weeks prior* to the date you need your letter by.

Wolf Creek Letter of Recommendation Request Form:

Student's Name: _____ Today's Date: _____
Email: _____ Date Needed By: _____

Contact name and address of organization the letter is being sent to: _____
_____
_____

Purpose of Letter (Check One): ___ Admission ____ Scholarship ____ Other: _____

Student's GPA: _____ Student's Class Rank: _____

What criteria do you believe should be emphasized in this letter?

____ Academic Record/GPA ____ Civic Involvement ____ Community Involvement
____ Community Service ____ Extracurricular Activities ____ Leadership
____ Personal Characteristics ____ School Activities ____ Work Experience
____ Other:_____

Please describe your personal characteristics and strengths/weaknesses: _____
_____
_____

What are your educational goals? _____
_____
_____

What are your career goals? _____
_____
_____

What is/are your intended major(s)? _____
_____

Please list accomplishments and awards that you would like identified in this letter: _____
_____

List current and past extra-curricular school activities you have participated in during grades 9-12:

Activity	Year(s)	Leadership Position/Honors

List current and past community activities or non-school related volunteer activities you have participated in during grades 9-12 (Community Service, Clubs, Organizations, etc…):

Activity	Year(s)	Leadership position/description

List your work experience:

Place	Duties	Date/Year(s)	Hours/Week

List any interests/hobbies/accomplishments that are not included on the above activity lists:

Anything else you want included in this letter of recommendation?