

Mount Horeb High School
Letter of Recommendation Information Sheet

Name _____ Grade _____

Today's Date _____ Date Letter is Needed _____

Purpose for Letter of Recommendation:

- ___ College Admissions
- ___ Honor/Award
- ___ Scholarship
- ___ Employment
- ___ Other: _____

College you plan on attending _____

To whom should the letter be addressed _____

Describe what you are applying for.

Example: A \$250 scholarship for good academic standing, community involvement, and participation in school activities.

List activities you have participated in, the number of years, and what you gained or learned from each activity. *(include attachment if necessary)*

Which activity was most important to you and why?

List awards and honors you have received in or out of school. Include elected offices you have held.
