

Fairview High School

Student Request for Letter of Recommendation

Students: Please fill this form out, attach your resume, and give one packet to each teacher/coach from whom you are requesting a letter of recommendation.

Attach a resume to this form. Your resume should include the following information:

- post-high-school plans
- extracurricular activities or organizations you belong to (include positions held)
- awards or recognitions you have received from school or community organizations or clubs
- community service activities in which you have participated
- work history (include paid and unpaid experience, names of employees, and contact information)

Please explain on the back of this paper whether there are any special obstacles you have overcome or if there is any other information about you that would help make your letter unique.

Your name: _____

Name of person from whom you are requesting the letter:

Date recommendation letter due: _____

Purpose of recommendation: (Mark all that apply)

- College admissions Scholarship Job recommendation

Other: _____

Name and address of institution, organization, or person to whom the letter will be sent:

1. _____

2. _____

3. _____

4. _____

Teachers and coaches: Please return this form and your recommendation letter to the guidance office on or before the due date indicated above.