



# Santa Fe High School Guidance Department

16213 NW US HWY 441 Alachua, FL 32615 • Phone: 386-462-1125 • Fax: 386-462-1711 • [www.sbac.edu/~sfhs/guidance.htm](http://www.sbac.edu/~sfhs/guidance.htm)

## Letter of Recommendation Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization letter is for: \_\_\_\_\_

Person letter should be addressed to: \_\_\_\_\_

Send letter to this address: \_\_\_\_\_

Due Date: \_\_\_\_\_ \*Please include an addressed, stamped envelope.

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1. I am requesting this recommendation for:
  2. On an additional page, list your significant extra-curricular activities (include both in-school and out-of-school). Or, submit a copy of your resume.
  3. What are your present career interests? Why?
  4. In which colleges are you most interested? Why?
  5. What words best describe you (at least 3)?
  6. Do you volunteer? Where? When? What are your responsibilities?

7. What kinds of employment experiences have you had? When? Where? What are your responsibilities?
  
8. Which activity (extra-curricular, work, or volunteer) has been the most meaningful to you? Why?
  
9. What are your academic strengths and weaknesses?
  
10. What are your personal strengths and weaknesses?
  
11. Who are 2-4 people (include at least two teachers) whom I might contact for further information about you? If references are outside of school, please provide phone numbers.
  
12. Please rate yourself honestly on the following qualities:

	Below Average	Average	Very Good	Outstanding
Academic Achievement				
Energy & Initiative				
Responsibility				
Self-confidence				
Creativity				
Leadership				
Warmth of Personality				
Concern for others				
Reaction to criticism				
Reaction to setbacks				
Sense of humor				
Adaptability				
Emotional maturity				
Trustworthiness				
Sense of judgment				
Organizational skills				
Respect accorded by faculty				
Respect accorded by peers				