

VCHS Letter of Recommendation Template

Name: _____

Grade: _____

Fill this section out for each specific request.

I am requesting that _____ write a Letter of Recommendation for me for / to be given to the individual /college/ organization below:

Name: _____ Date of Birth (MM/DD/YYYY): _____

Your ID or Applicant number you are known to them by (if applicable): _____

Mailing Address: _____

To the ATTN of: _____ Needed by: _____

What would you like this letter or recommendation to specifically highlight/ emphasize?

Circle desired mode of delivery: Mail / Pick-up by Student / Fax / Online submission
Indicate Fax number or web address if applicable _____

Fill out this section once and then make copies for additional recommendation needs.

1. Your college/ career ambitions: _____

2. Your current GPA _____ Your Cumulative GPA: _____

3. AP classes you are currently enrolled in: _____

AP classes you have taken in past years: _____

4. Academic Honor Societies you are a member of (NHS, CSF, Mu Alpha Theta, and International Quill & Scroll) and for how long:

Any special positions or awards? _____

5. Accomplishments in the Fine Arts: _____

Any special positions or awards? _____

6. VCHS Sports teams you have played on? _____

Any special positions or awards? _____

7. Student Leadership Positions Held (Be specific): _____

8. Involvement in your church (Be Specific): _____

9. Community Service you have done (think about what you have done for Service hours): _____

10. Any other leadership roles, awards (scouting, Rotary, ACSI, Barnabus, Top student in a subject area, coaching younger students), things that speak to your hard work and success:

I certify that the information I have given is true and accurate.

Your signature: _____ Date: _____