



VACAVILLE CHRISTIAN HIGH SCHOOL

Letter of Recommendation Request Form

Please submit this form to your recommender at least **two weeks before your earliest deadline**.

Please attach a current résumé or activity sheet (if available). This information helps your recommender write a more personalized and meaningful letter.

Student Information

Student Name: _____

Grade: _____ **Date Submitted:** _____

Student Email: _____

Recommendation Details

Purpose of Recommendation (check all that apply)

- ☐ College Admission ☐ Scholarship ☐ Internship ☐ Employment
☐ Summer Program ☐ Military ☐ Other: _____

College, Organization, or Scholarship (if applicable):

Earliest Submission Deadline: _____

Submission Method (all letters for colleges should be processed through Naviance)

- ☐ Email ☐ Naviance
☐ Returned to Student ☐ Other: _____

Student Reflection

1. Why did you ask me to write your recommendation?

2. What accomplishments, experiences, or moments of personal growth best represent who you are?

3. What activities or involvement have been most meaningful to you? Include clubs, athletics, leadership, employment, service, or other commitments.

4. Describe a challenge you have overcome and what you learned from the experience.

5. What are your college and career goals? If known, include your intended major, career interest, or post-secondary plans.

6. Is there anything else about your character, faith, family, or personal experiences that you would like me to know?

Thank you for allowing your recommender adequate time to thoughtfully prepare your letter of recommendation.