



Letter of Recommendation Request



Please use this form when requesting anyone on the Clovis East staff to write a letter of recommendation for you. If the letter is to be mailed, be sure to include a completely addressed and stamped envelope.

In order for the recommender to write a more detailed and personal letter of recommendation, please read and respond to all of the questions below on this form. Please provide typed out answers (not handwritten) on a SEPARATE piece of paper. Please provide your EDUCATIONAL RESUME along with your answers, which should include all co-curricular (sports/clubs) AND volunteer related activities, all awards you have earned both co-curricular and academic, and any work experience you might have.

Again TYPED responses are preferred and much easier to read!!!

LETTERS OF RECOMMENDATION TAKE 7 TO 10 WORKING DAYS TO COMPLETE.

Please be aware of due dates and how your letter of recommendation needs to be sent!

Keep in mind Holidays and time away from school such as Thanksgiving and Winter breaks so that your recommender has plenty of time to complete your letter before the due date.

1. Your full name and Student ID number.
2. Did you include/attach your **EDUCATIONAL RESUME**? (A resume template can be provided if needed)
3. Date letter(s) is due.
4. What is the name of the college/business/organization/scholarship? List ALL if you are requesting individual letters of recommendation to be made for each college, business, organization, and/or scholarship that you are applying to.
5. What is it about the college, job, and/or scholarship that interests you?
6. What are you planning to study in college and why do you want to pursue this major?
7. What are your career goals?
8. Have you had any experience in this career field? If so, please describe your experience(s), provide as much detail as possible, and explain what the experience meant to you.
9. What are your personal qualities and strengths? Please list at least 2 and give examples of why and how you have displayed these qualities and strengths.
10. List five adjectives (different from answer in #9 above) that you would use to describe yourself. Explain at least two and give examples.
11. How would your friends and teachers describe you? Provide examples of why they describe you that way?
12. What is the greatest academic or personal challenge you have faced? How did you overcome it?
13. Give an example or two, of times when you have shown maturity, integrity, and/or persistence when faced with difficulty or in a difficult situation.
14. What do you do when you don't understand what is being taught or explained in a class?
15. What would you or have you done when you see someone struggling academically and/or emotionally?

16. What is your favorite thing(s) to do? Why? Give examples.
17. What accomplishment(s) are you most proud of and describe why you are proud of them?
18. What do you bring to the table that others do not? What makes you stand out?
19. How did your co-curricular (sports, clubs, volunteer, and/or work) experiences change you into the person you are today?
20. Briefly discuss the soft skills (leadership, teamwork, communication, problem solving, work ethic, flexibility, and adaptability) you possess and give at least two examples of times you have used these skills.
21. Have you participated in an internship, done a job shadow, and/or have work experience? How many hours did you work and how often? What made you want to participate/have a job?
22. What are your responsibilities at home? Do you have younger siblings or family members you help take care of? If so, how many, how often, and what do you do when taking care of them? Are you asked to help out around the house? If so, what do you do and how often?
23. What is the biggest difference(s) you see in yourself from 9th to 12th grade? Give examples.
24. Why do you believe you thrive in college and/or career?
25. What is something that most people don't know about you and you feel comfortable with me sharing?
26. What other information would you like for me to share or focus on in my letter? (i.e. cultural background, outside school interests, activities, hopes, dreams, financial need, things that make you different from other applicants). **Don't be shy!!!**

If you did not submit an Educational Resume or your resume does not cover the information being requested below, then please answer the following questions #1 - 5.

1. List all activities and memberships in clubs (in and outside of school). Note ALL leadership roles.
2. What are your hobbies and/or special interests? What experiences do you have in 1-2 of these?
3. What community service/volunteer work have you done? How many hours? What did participating mean to you?
4. What sports have you played at Clovis East and/or in an outside program/club? Note ALL leadership roles.
5. What honors and/or awards have you received? Be specific.

EDUCATIONAL OPPORTUNITY PROGRAM (EOP) REQUEST

In addition to the questions listed above this EOP request for letter of recommendation asks a few additional questions that your recommender will need you to answer in order to submit a thorough recommendation on your behalf.
Please answer the following questions #1 - 5 below.

1. What do you feel are your best qualities? Try to list at least 3 and explain at least 1 in detail with examples.
2. Do you have a disadvantaged background? Explain in detail and give examples. (i.e. low family income for several years, first generation college student, live in the inner-city/poverty area, and/or your family is a migrant family)
3. How/why do you qualify for EOP?
4. What services are you hoping the EOP program can offer you to help you be successful in college? (If you do not know what services EOP has to offer please look them up and then explain your choice)
5. Have there been any barriers to achievement that you faced in school, K through 12th grade? Explain in detail and give specific examples.