Remember me? I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I was in your \_\_\_\_\_\_\_\_\_\_\_\_\_ class my \_\_\_\_\_\_\_\_\_year and/or in your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_year.

Three things I remember vividly about our class/club are: (think academics, study habits, group skills)

Three things you probably remember about me from that time: (times you grew, distinguished yourself)

**I consider myself**

\_\_\_\_One of the top students ever BECAUSE:

\_\_\_\_Top ten percent

\_\_\_\_Above average

\_\_\_\_Average. I just need a letter.

**Would you do me the honor of writing me a letter of recommendation?**

For which college: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For which Scholarship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* What does this scholarship REQUIRE (i.e.: are they looking for grit, leadership, etc.)
* Feel free to attach a copy of the requirements to this request

\_\_\_\_\_\_ I am fine with a general “To Whom It May Concern:” letter

REQUIRED:

1. Today is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ May I pick up the letter around \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_? (Please email Mr. Mitchell a reminder one week before.)
2. This completed sheet (hey, if you cannot remember three things, how can I write a letter?)
3. A copy of your Counselors Brag Sheet
4. A copy of your Resume, which includes clubs, community service, awards, jobs, etc.
5. A copy of your transcript