

MURRIETA VALLEY HIGH SCHOOL  
**Recommendation Request Form**  
 (For Recommendation Letters)

- Remember to give your request for a letter of recommendation to your writer at least TWO WEEKS before the due date. Otherwise, your writer may consider NOT writing the letter.
- Make sure that you have included all the information your writer will need from you to write you a good letter of recommendation.

*Complete the Recommendation Request Form online, print it, turn it in, or email to your Counselor  
 Please attach essays written for UC applications, private colleges, and scholarships if you have it ready.*

**1.**

Last Name	First Name	M.I.	Birth date
Mailing Address		Zip Code	(Area) Telephone Number
Email	Name of Parent or Guardian		

2. 1st College Choice	Application Deadline
2nd College Choice	Application Deadline
3rd College Choice	Application Deadline

**3. Names of any teachers whom you have asked to write a letter of recommendation on your behalf:**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**4. Extra-Curricular Activities**

Include any of the following from 9th-12th grades: Student Government, Class Offices, Clubs, Organizations, Athletics, Band, Newspaper, Community Organizations, Service or Volunteer activities, **Employment**, Music, Art, Dance, etc. **The more you show, the better you look!**

\* When you need more space to answer, write “see attached sheet”. Be very specific as to what activity, your exact participation in the activity, and amount of time devoted to the activity.

Grade	Name of Activity	What I did	Hours per Semester

**5. Honors and Awards**

Include any of the following from 9th-12th grades: School or Community Awards, Honors, Special Achievements, Scholarships you may be eligible for (church, labor union, lodge, ethnic, etc.)

Grade	Name of Award	What I did

**Answer the following items:**

6. Special Talents, Interests or Hobbies:

7. What do you regard as the important things in life?

9. Describe your academic strengths:

10. Describe two weaknesses which you are improving:

11. Describe the single accomplishment you are most proud of and why you take special pride in it.

12. List four words that describe you:

13. Indicate by example why at least one of those words describes you:

14. Provide at least one example of your character and integrity.

15. Describe an experience which has contributed to your intellectual development since entering high school. (For example course which stimulated you, a book which influenced your thinking or meaningful activity):

16. Are you the first generation in your family to attend college? (Neither parent has college degree.)

17. Which extra-curricular activities you have found to be the most meaningful? Why?

18. Do you work? If yes, how many hours a week? Where?

19. Are there any special circumstances (or other information) that you would like included in a letter of recommendation?

20. At this time what are you planning to major in? What is your career goal?

Visit the MVHS Counseling webpage for additional information - <http://www.murrieta.k12.ca.us/domain/1433>