

Medina County Career Center

Student Request for a Letter of Recommendation

Name: _____ Home School: _____

Career Tech Program: _____ Deadline letter needs submitted: _____

Please note: You must personally deliver this to your teacher, school counselor, coach or employer to request a letter of recommendation.

Reason for request:

Applying to college/university

Character reference

Trade/technical school

Job application

Scholarship

Military (branch: _____)

List any specific institutions/contacts to which letters should be addressed:

Current career interest/s with intended course of study; and why you are pursuing this area?

What are three words you would use to describe yourself?

Something many people may not know about you:

What do you consider your greatest strengths? What makes you stand out as a candidate?

What do you feel is your most successful achievement in high school?

Please share your greatest lesson and/or experience while at MCCC:

In the chart below, please list your extracurricular activities with grade level(s) during participation, then leadership positions with the number of years holding that position. *(This would include clubs, sports, band, choir, theater, teams outside of school and any club or organization to which you have participated in during high school.)*

Activity	Grade Level(s)	Leadership Title	# Years

List any honors or awards you have received: *(Things such as athletic awards, community service awards, scholarships, Eagle Scout medal, band competition awards, National Honors Society, any certificate of achievement, etc.)*

List any volunteer work you have done including what specific tasks you performed, the location, and the number of hours you participated: *(This may include, food pantry, Relay for Life, church work or volunteering of any kind.)*

If you have been employed, please fill out the chart below:

Name/Location of Business	Job Title	Duties/Responsibilities	How many months?	# of hours per week

Please include any additional information that you feel may be pertinent, such as summer enrichment activities, special hobbies, family or financial circumstances or anything that may be worth including in your write-up:
