



Multimedia & Visual Arts School

Crawford Educational Complex

4191 Colts Way • San Diego, CA • 92115 • 619-583-2504

Request for Letter of Recommendation

Your Counselor/Teacher/Principal will be using this form to write letters of recommendation that you can use for college admission, employment and scholarships.

It is important that this form is filled out accurately and as completely as possible. Please allow AT LEAST 5 business days to have your letter completed.

Please Print

To whom should this letter be addressed? _____

Date needed: _____

Last Name: _____ First Name: _____ Grade: _____

What is your intended major/educational plan? _____

What is your intended occupation? _____

(If you have not decided upon an occupation, please visit californiacolleges.edu, go to “careers” and research possible career fields that interest you.)

Include a brief statement as to why this major, occupation, or field interests you.

List three **school activities** which you have actively participated: clubs, athletics, ASB, yearbook, etc. and provide a brief statement of why this experience was valuable to you.

Activity _____ Years of involvement (grades) _____

Value: _____

Activity _____ Years of involvement (grades) _____

Value: _____

Activity _____ Years of involvement (grades) _____

Value: _____

Current cumulative GPA: _____ as of what date? _____

List five off-campus activities in which you have actively participated: community service, church activities, scouts, etc.

<u>Activity</u>	<u># of years</u>	<u>Office held</u>	<u>Awards received</u>
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			

List any **work experience** (paid); jobs you have held, company you have worked, and length of time you were employed.

<u>Job</u>	<u>Duration of employment</u>	<u>Description of work</u>
1. _____		
2. _____		
3. _____		

List **honors and awards** you have earned and value of receiving award; scholastics, athletics, service, etc.

1. _____	Value _____
2. _____	Value _____
3. _____	Value _____
4. _____	Value _____
5. _____	Value _____

Self evaluation: How would you describe your values, strengths, weaknesses, and unique characteristics?

Family Background: Parents are: Married _____ Divorced _____ Separated _____ N/A _____

Father's occupation _____ Mother's occupation _____

Number of brothers and sisters _____ Ages _____

Are you the first in your family to attend college? _____ Explain: _____

What can you tell us about your family and finances that may help us to get you scholarships? _____

Are you an immigrant? _____ Country of origin: _____