



Half Moon Bay High School • Cabrillo Unified School District

Lewis Foster Drive, Half Moon Bay, CA 94019 • 650 712-7200 • www.cabrillo.k12.ca.us/hmbhs

Request for Letters of Recommendation

Today's Date _____

Recommendation Deadline Date _____

(You must turn your request in 3 weeks before your stated deadline)

Full Legal Name _____

Home Telephone _____

Street Address _____

City _____ Zip _____

Name of Parents/Guardians _____

Father's/Guardian's Occupation _____ Work Phone _____

Mother's/Guardian's Occupation _____ Work Phone _____

For the colleges you are considering, please list the particular reason(s) you are applying there.

<i>College</i>	<i>Reason(s)</i>	<i>Specific Deadline?</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

What college majors are you considering? _____

What careers are you considering? _____

References: List (3) faculty members who could be contacted as a reference

1. _____ 2. _____ 3. _____

Awards: List any awards or honors that you received during the high school years

Name of Award	Sponsoring Organization	Date of Award
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Work Experience: Note any work experience that you had during your high school years.

Type of Positions	Name of Employer	Length of Time
1. _____	_____	_____
2. _____	_____	_____

Detail any evidence of your intellectual promise, motivation, integrity, intellectual maturity, communication skills, creativity, leadership or anything else...

Please list, according to year, all extra curricular activities and/or special projects in which you have participated during your high school career both on and off campus. If you have held any office or special honor, please indicate this...

FRESHMAN YEAR

SOPHOMORE YEAR

JUNIOR YEAR

SENIOR YEAR

Describe your involvement in one extracurricular activity or job:

Describe yourself as you think your best friend would describe you:

Briefly describe your main strengths:

Briefly describe your main weaknesses:

Please **attach** the following:

HIGH SCHOOL TRANSCRIPT: Obtain a copy from the Registrar's Office.

COLLEGE ESSAY: If your college required you to write a personal essay, please include.

PARENT/GUARDIAN STATEMENT: Have your parent/guardian write a short statement about what they consider to be your strengths, weaknesses, and/or uniqueness.

Instructions:

- Make copies of the completed form and attachments.
- Give a set to each person from whom you are requesting a letter of recommendation and keep a copy for yourself.
- Include a stamped, addressed envelope for each letter requested.
- * Remember to note the deadline date for each institution (1st page).

*The letters will be sent directly to the institution you request.
Please do not expect the writer to return the recommendation to you.*