



## 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](http://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.

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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: \_\_\_\_\_