REQUEST FOR LETTER OF RECOMMENDATION

Student’s Name ________________________________      Homeroom #_________

Dear ________________________________.

Thank you for agreeing to write a letter of recommendation for me to the following colleges and/or universities for admission or scholarship consideration. I have completed the information on the back of this form that may be helpful to you.

I plan on including your Letter of Recommendation in my application to the following:

<table>
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<tr>
<th>Name of College/University</th>
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<tr>
<td>Address of College/University</td>
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<td>Target date you’re requesting letter to be mailed</td>
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STUDENT: Please attach the Letter of Recommendation and check one of the following options:

_____ Please give the letter(s) to Mrs. Phillips to be included with my application(s) and/or transcript(s). I have provided an envelope and postage to the Guidance Office.

_____ Please put the letter(s) in the enclosed stamped envelope(s) and mail.

Signature of Student: ____________________________________________ Date: ____________

PLEASE SUBMIT THIS FORM TO YOUR TEACHER
AT LEAST 2 WEEKS PRIOR
TO THE MAIL DATE YOU REQUESTED ABOVE
Self-Assessment for College Counselor and other Letters of Recommendation
(for college & Career Counselor, Mentors, Coaches, Moderators, employees, etc.)

Students: Please complete the following information for the best possible recommendation letter and return to Mrs. Phillips in the College & Career Office. Be sure to make copies for other recommenders.

Name: _______________________________________________ Date: ________________

Career Goal(s): ______________________________________ Current Proposed Major: ______________________

ACADEMICS

1. What are your strongest academic areas? ________________________________________________________________

2. Describe the academic accomplishments you are most proud of: ____________________________________________

   ____________________________________________________________

3. Have you received any academic awards? Please list here.
   ____________________________________________________________

4. List three of your most admirable qualities and how you demonstrate them.
   ____________________________________________________________

   ____________________________________________________________

   ____________________________________________________________

5. Which book has influenced you the most and why?
   Title: ______________________________________  Why:____________________________________
   ____________________________________________________________

   ____________________________________________________________

EXTRACURRICULAR/EMPLOYMENT

1. Which extracurricular activities are you most involved in?

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<tr>
<th>Activity Name</th>
<th>Years Involved</th>
<th>Leadership Role</th>
<th>Honors</th>
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2. What kinds of community service have you participated in and which is the most meaningful? Details, please!
   ____________________________________________________________

   ____________________________________________________________

3. What job or jobs have you held and how long have you worked in each?
   ____________________________________________________________

   ____________________________________________________________

4. What have you achieved in these positions that show your initiative or motivation?
   ____________________________________________________________

   ____________________________________________________________

5. Please add any unique qualities or significant personal experiences you have faced in school.
   ____________________________________________________________

   ____________________________________________________________