



# LETTER OF RECOMMENDATION REQUEST

NAME \_\_\_\_\_ Student ID# \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

COUNSELOR \_\_\_\_\_

**Instructions to writer:**

\_\_\_\_\_ I will pick up letter \_\_\_\_\_ # of copies

\_\_\_\_\_ Common App, SENDedu, or other online Application

\_\_\_\_\_ Please mail to the following address/es (attach a stamped/addressed envelope)

Address this letter of recommendation to (Who is receiving this request)

\_\_\_\_\_

ACT Score \_\_\_\_\_

SAT Score \_\_\_\_\_

**Pre-AP classes taken**

**AP Classes taken(taking)**

**Classes toward career interest**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

**Which schools will you be applying to**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is your intended major**

\_\_\_\_\_

**What is/are your career goal(s)/where do you see yourself in 10 years**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**These goals are important to me because**

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**School Activities and Athletics, you have participated in (please include any offices held, varsity, etc.)**

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**Activities and Community Service, you have participated in outside of school**

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**My family background is (i.e. are you the 1<sup>st</sup> to attend college)**

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**The out of school activity that has been the most rewarding to me is**

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**My special talents are**

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**The accomplishments that I am most proud of are/is**

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**The things I do for fun and relaxation are**

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**My greatest strength**

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**My greatest weakness is**

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**My fondest memory is**

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**The five (5) adjectives that best describe me are**

1) \_\_\_\_\_ 4) \_\_\_\_\_

2) \_\_\_\_\_ 5) \_\_\_\_\_

3) \_\_\_\_\_

**Please rate yourself in each of the following areas (5 highest to 1 lowest)**

_____ Initiative	_____ Compassion	_____ Written Expression
_____ Intellect	_____ Honesty	_____ Oral Expression
_____ Curiosity	_____ Persistence	_____ Healthy
_____ Self-Motivation	_____ Risk taker	_____ Competitive
_____ Responsibility	_____ Tolerant of differences	_____ Cooperative
_____ Leadership	_____ Self-awareness	_____ Dependable
_____ Creativity	_____ Perceptive	_____ Team Player
_____ Confidence	_____ Maturity	_____ Listener
_____ Sense of humor	_____ Energy	

**Please write if there are any extenuating circumstances or any additional information the writer of your letter needs to be aware of**

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**\*\*\*\*\*MAKE COPIES FOR YOUR FILE FOR FUTURE REQUESTS\*\*\*\*\***

**LETTER OF RECOMMENDATION REQUEST MUST BE GIVEN TO THE WRITER A **MINIMUM OF 2 WEEKS****  
**IN ADVANCE.**

**ATTACH YOUR RESUME**

**WRITE A THANK YOU NOTE.**

*\*I GIVE MY PERMISSION TO RELEASE THIS INFORMATION SO THAT A LETTER OF RECOMMENDATION MAY BE WRITTEN:*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_