**Colleges look favorably upon letters of recommendation that provide insight into the individual. When requesting letters of recommendation, provide a copy of this completed form to each person writing a letter on your behalf, so that they may include as many details and concrete examples as possible. *Also, please include an addressed stamped envelope for each recommendation requested from your teachers.***

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**First Middle Last**

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| ***Colleges*** | ***Is a Letter of Recommendation…(check one of the following)*** | | |
| ***Required?*** | ***Recommended?*** | ***Not Required?*** |
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| **SCHOOL ACTIVITIES** | | |
| **Activity** | **Years Participated** | **Offices Held, Letters, Honors, Awards,**  **and Year Received** |
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| **COMMUNITY/NON-SCHOOL ACTIVITIES** | | |
| **Name of Religious Organizations, Summer Programs,**  **Volunteer Work, Hobbies, Special Interests/Talents** | **Years Participated** | **Description of Your Role** |
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| **WORK EXPERIENCE** | | | |
| **Employer** | **Position/Title** | **Hours Per Week** | **Length of Employment** |
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**Possible college major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“undecided” is ok!)**

**Why are you considering this major?**

**The activity that has been most rewarding to me is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ because…**

**(Ex: school-related, hobby, travel, summer, work, etc.)**

**What are your proudest *personal* accomplishments? (be specific)**

**Choose three adjectives to describe yourself and provide a brief example of how each word applies to you.**

Example: I am very **creative**. I work on the school newspaper and had some of my photos featured in a publication. I work part-time designing gift baskets.

I am very **analytical**. I can quickly solve problems in math and science classes. I was the “mathlete" for several weeks in advanced algebra, earning the highest score on the first semester final exam. I have been a member of the scholastic bowl team since freshman year.

**Check the factors that should be stressed in your letter of recommendation**.

* Attendance
* Honor Roll
* Community Service
* Athletics
* Special Abilities and Talents
* Special Courses
* Scholastic Excellence
* Grade Improvement
* Honors and Awards
* Work Experience
* School Activities & Offices Held
* Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Anything else? (If needed, please continue your responses on another sheet of paper)**

* Significant factual information about you, your record, your personality, your hopes for the future, or family circumstances (illness, strong parental support, travel, changes in school due to moving) would be helpful.

* Do you feel that your transcript accurately reflects your academic efforts and ability? If not, explain what factors/circumstances have interfered with your academic performance.
* Is there any information you would like emphasized in the recommendation to help the colleges make a more accurate appraisal of you?