

## Request for Letter of Recommendation

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Recommendation Deadline: \_\_\_\_\_ GPA: \_\_\_\_\_

Recommendation needs to be:  Returned to: \_\_\_\_\_

Mailed to: \_\_\_\_\_

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This letter is for:

\_\_\_ College      \_\_\_ Scholarship      \_\_\_ Employment      \_\_\_ General

School Activities: (Clubs, sports, tutoring, music, ASB, leadership)

Grade	Activity	Leadership position
_____	_____	_____
_____	_____	_____
_____	_____	_____

Work Experience:

Awards and/or honors you have received:

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Post-High School Plans:

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Future Career Goals:

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Personal Strengths:

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Is there something specific or unique that you'd like to have mentioned in the letter – please explain.

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