

# RECOMMENDATION REQUEST FORM

Today's Date: \_\_\_\_\_

Name (as you would like it to appear in the recommendation): \_\_\_\_\_

Current Grade (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup>): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_

College Major you are considering: \_\_\_\_\_

Overall Grade Point Average: \_\_\_\_\_ email address: \_\_\_\_\_

What is the letter for? Be specific. \_\_\_\_\_

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Who does the letter go to? \_\_\_\_\_

- Does it get mailed directly to the university? **If so, have you included a stamped and addressed envelope?**
- Does it go to your guidance counselor? Who is your counselor?
- Is it returned to you?

When does this letter need to be completed (be specific)? \_\_\_\_\_

- **IF THERE IS A FORM TO COMPLETE, MAKE SURE THAT YOU HAVE COMPLETED YOUR PART OF THE FORM.**
- **PLEASE SUBMIT YOUR REQUEST FOR A LETTER OF RECOMMENDATION AT LEAST TWO WEEKS PRIOR TO THE DUE DATE.**

What course(s) have you taken from me, during which school years, and approximately what grades did you receive (for example, GEOMETRY – 2002-2003, 4.0 both semesters).

<u>Course</u>	<u>School Year</u>	<u>Grades Earned</u>
_____	_____	_____
_____	_____	_____

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As part of the courses listed above, answer the following questions.

Provide examples where you have worked well with other students. \_\_\_\_\_

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Provide examples where you have shown creativity. \_\_\_\_\_

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Provide examples where you have done more than just what was asked for. \_\_\_\_\_

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Describe your college/career plans. \_\_\_\_\_

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List advanced courses that you have completed or in which you are currently enrolled.

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List clubs, activities, sports, and/or student government participation. Include specific positions held (e.g., class vice-president, captain of the JV basketball team, etc.).

Grade 9: \_\_\_\_\_

Grade 10: \_\_\_\_\_

Grade 11: \_\_\_\_\_

Grade 12: \_\_\_\_\_

List any awards and/or honors you have received.

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Describe community service, church activities, or volunteer work in which you have participated.

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Describe work experiences you have had.

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Is there something special or unique about you that you would like to have mentioned in the letter (please explain)?

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Colleges being considered:

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