**Colleges look favorably upon letters of recommendation that provide insight into the individual.  You should choose individuals who know you well and who can accurately assess your abilities and character.**

**Name:**Click here to enter text.**ID#:** Click here to enter text.

**Please give your recommender the courtesy of a face-to-face contact to request your letter. Remember recommenders place a considerable amount of time writing letters for current and former students!**

|  |  |  |  |
| --- | --- | --- | --- |
| **Colleges** | **Is a Letter of Recommendation…(check one of the following)** | | |
| **Required?** | **Recommended?** | **Not Required?** |
| Click here to enter text. |  |  |  |
| Click here to enter text. |  |  |  |
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| --- | --- | --- |
| **SCHOOL ACTIVITIES** | | |
| **Activity** | **Years Participated** | **Offices Held, Letters, Honors, Awards,**  **and Year Received** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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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** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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|  |  |  |  |
| --- | --- | --- | --- |
| **WORK EXPERIENCE** | | | |
| **Employer** | **Position/Title** | **Hours Per Week** | **Length of Employment** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
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| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

**Possible college major:** Click here to enter text. **(“undecided” is ok!)**

**Why are you considering this major, and what are your educational and/or career goals?**

Click here to enter text.

**The activity that has been most rewarding to me is** Click here to enter text. **because…**

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

Click here to enter text.

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

Click here to enter text.

**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.***

Click here to enter text.

**Please provide significant factual information about you, your hopes for the future, or family circumstances*(illness, travel, changes in school due to moving).***

Click here to enter text.

**Do you feel that your transcript accurately reflects your academic efforts and ability?  If not, explain what circumstances have interfered with your academic performance.**

Click here to enter text.

**Is there any information you would like emphasized in the recommendation to help the colleges make a more accurate appraisal of you?**

Click here to enter text.

**Who is your counselor?**

****

**Have you reviewed this form for any grammatical errors? Have you checked capitalization and punctuation? THIS MATTERS!**

****

**Next Steps:**

1. **Save this document to your computer.**
2. **After your face-to-face request, e-mail it to your recommenders and counselor.**
3. **Recommenders will e-mail the completed letters to your counselor. They are held confidential so if you would like to view a copy, you must ask them directly.**
4. **Don’t forget to write a thank you note for your recommenders for their time and effort.**