

# REQUEST FOR LETTER OF RECOMMENDATION

Teacher \_\_\_\_\_

Student \_\_\_\_\_

Student Address \_\_\_\_\_

Colleges/  
Scholarships  
Applying to \_\_\_\_\_

Date  
needed by \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Following information is to assist in personalizing a letter of recommendation.

School  
Activities \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Academic/Athletic  
Achievements \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Academic  
Interests \_\_\_\_\_

\_\_\_\_\_

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## Request for Letter of Recommendation (continued)

Career  
Interests

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Outside  
Activities

(community  
activities,  
church  
group, etc)

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Employment

(part-time,  
volunteer,  
summer,  
after-school,  
etc.)

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Additional  
Comments

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Please indicate to teachers if you need more than one copy of this letter of recommendation.

**Teachers:** Completed recommendation letters should be given to the Guidance Department. Thank you for your cooperation.

