

**Request for Letter of Recommendation**

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

**You may fill out the following form or use a completed resume.**

**Is this a Common App School?** YES NO

**Deadline for Letter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Students: You may not view your letter of recommendation. It will be uploaded to Naviance or Common Application.**

**Academics:**

GPA:\_\_\_\_\_\_\_\_ Class Rank:\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ SAT Score: \_\_\_\_\_\_\_\_ ACT Score: \_\_\_\_\_\_\_\_

Intended College Major(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colleges Applying to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advance Coursework (honors, college prep, AP Courses):**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Course | Year | Course |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Academic awards or honors and when you receive them:**

|  |  |
| --- | --- |
| Year | Recognition |
|  |  |
|  |  |
|  |  |
|  |  |

**Community Service: List your in-school and out-of-school community service:**

|  |  |
| --- | --- |
| Year | Description of Service |
|  |  |
|  |  |
|  |  |
|  |  |

**Extracurricular: List your in-school and out-of-school activities and years of participation:**

|  |  |
| --- | --- |
| Year | Description of Activity |
|  |  |
|  |  |
|  |  |
|  |  |

**Work Experience:**

|  |  |
| --- | --- |
| Year | Description of Experience |
|  |  |
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**Special interest, hobbies or talents:**

**What do you consider your strengths as a person and as a student:**

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**Please share any other information that would be helpful, such as obstacles you have overcome, and indicate what information the writer should highlight for this particular letter of recommendation.**

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**Please allow at least two week for your teacher/counselor to upload their letter to Naviance. Always be sure to thank your recommender.**