



# STUDENT INFORMATION FOR RECOMMENDATIONS

CG       CLC       CLS       PR       HOC

*Student, please complete all sections below to help teachers write their best letters for you! Please remember to give teachers at least two-weeks to prepare letters. Know your application deadlines!*

Student Name \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Teacher \_\_\_\_\_ Date letter requested \_\_\_\_\_

Date by which I need the letter completed \_\_\_\_\_ College major \_\_\_\_\_

Institutions to send letter	Method to send letter (check appropriate box)
_____	<input type="checkbox"/> mail <input type="checkbox"/> Naviance <input type="checkbox"/> Common App <input type="checkbox"/> SendEdu <input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> mail <input type="checkbox"/> Naviance <input type="checkbox"/> Common App <input type="checkbox"/> SendEdu <input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> mail <input type="checkbox"/> Naviance <input type="checkbox"/> Common App <input type="checkbox"/> SendEdu <input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> mail <input type="checkbox"/> Naviance <input type="checkbox"/> Common App <input type="checkbox"/> SendEdu <input type="checkbox"/> Other: _____
_____	<input type="checkbox"/> mail <input type="checkbox"/> Naviance <input type="checkbox"/> Common App <input type="checkbox"/> SendEdu <input type="checkbox"/> Other: _____

\*If you are requesting the teacher to mail the letter please provide the address of the institution.

*Below are questions that you should answer in order to assist your selected teachers in writing your college recommendation letter. We strongly suggest that you always waive your right to read the letter when filling out your college application. When complete, hand-deliver this form to your teacher. Also check with your teacher to make sure there isn't any additional information they require from you. Your teacher will attempt to spotlight your achievements in the classroom. The reminders you can give to jog your teacher's memory will result in the best product, so please give thought to your answers and complete every question. Specifically, your teachers will be asked to comment on your verbal and writing skills, your ability to think on your feet, your academic performance in the course, any demonstrated examples of leadership, and examples of excellent citizenship.*

\_\_\_\_\_

**People who know me well would use these words to describe me:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**My strengths as a student are:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Name \_\_\_\_\_

**Describe yourself in 5 adjectives 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.

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**What are your proudest *personal* accomplishments? Be specific.**

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**Why do you want me to write a recommendation for you, and what was it about your experiences in my class or your interactions with me that led you to request a letter of recommendation? Please include year I had you as your teacher and in which course(s).**

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**What do you believe were your strengths in my class that you would like me to highlight (please use specific examples)?**

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**Were there any projects/essays you completed in my class of which you were particularly proud? Be detailed!**

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Student Name \_\_\_\_\_

How have you grown as a result of taking this class?

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Is there any other information you would like to share with me to include in your letter of recommendation? Include significant factual information about you, your record, your personality, your hopes for the future, or perhaps unusual family circumstances (illness, strong parent support, travel, changes in school due to moving). Is there any information you would like for me to emphasize in the recommendation to help colleges make a more accurate appraisal of you?

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### EXTRA-CURRICULAR AND PERSONAL ACTIVITIES LIST

*School-related activities* (clubs, teams, service organizations, student government, etc.) If you hold/held an office or particular responsibility, please describe. List most recent first:

Activity	Description	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List and describe *any school-related activities* in which you have taken a leadership role:

Activity	Description	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Name \_\_\_\_\_

List and describe any **non-school-related activities** in which you have participated:

Activity	Description	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List and describe any **community service** you have done: (It would be helpful to know what, specifically, you do and why this volunteer work is important to you.)

Activity	Description	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List and describe any **work experience** you have had:

Activity	Description	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List and describe an **awards/honors** you have earned:

Activity	Description	Grade/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____