

# STUDENT REQUEST FOR A LETTER OF RECOMMENDATION

Please note: You must personally deliver this to your teacher, guidance counselor, coach, dean, or mentor to request a letter of recommendation.

Your Name: \_\_\_\_\_  
(as you would like it to appear on your paperwork)

Reason for request:

\_\_\_\_\_ Acceptance to college/university or \_\_\_\_\_ trade/technical school  
\_\_\_\_\_ Scholarship \_\_\_\_\_ military (branch: \_\_\_\_\_)  
\_\_\_\_\_ character reference \_\_\_\_\_ job application

Please list specific institutions to which letters should be addressed:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Current career interest/s with intended course of study:

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

Select three adjectives that you feel best describe you:

\_\_\_\_\_

Something many folks might not know about you: \_\_\_\_\_

\_\_\_\_\_

What are your strengths as you see them? ... and what makes you stand out as a candidate? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your current GPA \_\_\_\_\_ %

Please list any advanced/accelerated courses you have taken at BHS and/or any courses relating to your intended area of study.

\_\_\_\_\_

\_\_\_\_\_

Have you received any awards or honors? (Things such as athletic awards, community service awards, scholarship awards, Eagle Scout medal, band competition awards, National Honor Society, any certificate of achievement, etc.)

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In the chart, please list your extracurricular activities with number of years of participation, then leadership positions with the number of years holding that position. (This would include student government, sports, band, theater, church groups, travel teams outside of school, ballet classes, prom committee, yearbook, chess club, and any club or organization to which you have belonged during high school.)

| Activity | Years participating | Leadership Title / Honor / Award | # Years |
|----------|---------------------|----------------------------------|---------|
|          |                     |                                  |         |
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|          |                     |                                  |         |

Please list any volunteer work you have done including what specific chores you performed, the location, and the number of hours you participated. (This may include, food pantry, Relay for Life, camp counselor, church work, Apple Harvest, or volunteering of any kind.)

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If you have been gainfully employed, please fill out the information below:

| Name/Location of Business | Job title | Duties/responsibilities | How many months? | # of hours per week |
|---------------------------|-----------|-------------------------|------------------|---------------------|
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|                           |           |                         |                  |                     |

*Please note: On a separate sheet of paper, you may continue by including additional information that you feel may be pertinent, such as summer enrichment activities, special hobbies, educational travel experiences, family or financial circumstances, or anything that may be worth including in your write-up.*