



**EPHRATA HIGH SCHOOL**  
LETTER OF RECOMMENDATION  
Personal Data Form

It is important that this form be filled out accurately and completely to aid your counselor, teacher, or other person in preparing the recommendation for your use in applications for college, scholarships or employment.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

How many copies do you need: \_\_\_\_\_ Date requested by: \_\_\_\_\_

Purpose of the Letter of Recommendation:  Job  Post-Secondary Admissions  Scholarship

Cumulative grade point average: \_\_\_\_\_

**Describe your post-secondary/career plans.**

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

**List advanced courses which you have completed or in which you are currently enrolled (for example AP Courses, College in the Classroom, Honors Classes).**

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

**List clubs, activities, sports, leadership and/or student government participation (include grade levels and offices held).**

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

**List any awards, certifications, and/or honors you have received** (include grade levels).

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**Describe community service, church activities or service hours you have participated in.** (include years).

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**Describe work or volunteer experiences you have had** (include years).

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**If there is something special or unique about which you would like to have mentioned in the letter.**

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**Discuss your personal and profession goals.**

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**List any additional comments.**

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