



# Letter of Recommendation Request Form

- Give this to your teacher or dean at least 2 weeks prior to the deadline.
- If you want them to send it in the mail, provide a stamped, addressed envelope.
- You are encouraged to write a thank you note to the person who has written the letter for you.
- Fill out the following information specifically and completely. Focus on participation from 9-12<sup>th</sup> grades.

**This recommendation is for: (7\ YW\_ all that apply)**

College application    Scholarship    Military Acceptance    Job application    Other

**Academic Goal or highest degree goal (C\ YW\_ all that apply)**

Associate of Arts    Bachelor of Arts    Masters    Doctorate

**Student Name** \_\_\_\_\_ **Mobile #** \_\_\_\_\_

List the schools you are making application to \_\_\_\_\_

Possible field of study or career \_\_\_\_\_

Academic Achievements \_\_\_\_\_

Athletic participation/achievements \_\_\_\_\_

Fine Arts \_\_\_\_\_

Clubs/Activities (community & school) \_\_\_\_\_

Jobs \_\_\_\_\_

Church involvement/activities \_\_\_\_\_

Volunteer work \_\_\_\_\_

Hobbies \_\_\_\_\_

Other information unique to you or important for others to know about you, your study habits/work habits, ethics, leadership skills.....

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