

Jane Doe  
1234 Green Dr.  
Murrieta, CA  
92563



# College Application Packet

Recommendation Letter Request



Hello \_\_\_\_\_,

With college application deadlines approaching, I am seeking your assistance with my letters of recommendation. I will be applying to several schools that require them and I would appreciate it if you could assist me with the application process. I have attached a list of some of my academic accomplishments, extra-curricular activities, and club/organization affiliations for your reference as you write your letter.

The deadline for the colleges I will be applying to is November 30, so I would like to come by to pick up your letter on November 16. If a problem arises and you should need to contact me, it would be best to contact me either via email: [jdoecollegegirl@yahoo.com](mailto:jdoecollegegirl@yahoo.com), or my cell (951) 456-7890.

I greatly appreciate your help!

Sincerely,

Jane Doe

## Academic Resume

### I. Academics

- a. Full, rigorous courses all four years; continuing science and math courses into senior year
- b. English Student of the Year (10<sup>th</sup>)
- c. Math Student of the Year (11<sup>th</sup>)
- d. Honor Guard (11<sup>th</sup>)

### II. Extra-Curricular Activities

- a. VMHS Golden Alliance Marching Band (9<sup>th</sup>-12<sup>th</sup>)
  - i. Letter in Band
    1. Librarian (9<sup>th</sup>)
    2. Section Leader (10<sup>th</sup>)
- b. VMHS Golden Alliance Wind Ensemble
  - i. City Honor Band (10<sup>th</sup>-11<sup>th</sup>)
- c. Yearbook Staff (9<sup>th</sup>-11<sup>th</sup>)
  - i. Academic Section Editor (10<sup>th</sup>)
  - ii. Editor-In-Chief (11<sup>th</sup>)
- d. Piano – lessons/recitals outside of school (2<sup>nd</sup>-12<sup>th</sup>)
- e. City of Murrieta – Youth Advisory Committee (11<sup>th</sup>)

### III. Clubs and Organizations

- a. Interact (9<sup>th</sup>-12)
  - i. Treasurer (9<sup>th</sup>-12<sup>th</sup>)
  - ii. Invited/participated in Rotary Youth Conference (11<sup>th</sup>)
- b. California Scholarship Federation (10<sup>th</sup>-12<sup>th</sup>)
  - i. Vice President (12<sup>th</sup>)
- c. National Honor Society (10<sup>th</sup>-12<sup>th</sup>)
- d. Student Venture (10<sup>th</sup>-12<sup>th</sup>)

### IV. Community Service

- a. Approximately 110 hours as of 10/07
  - i. 30 hours donated to the City of Murrieta
  - ii. 40 hours completed with Interact Club
  - iii. 40 hours worked for the VMHS Golden Alliance Band