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| **Request for Recommendation Letter** |

This form should be used for people writing Recommendation Letters for the student and **please allow two weeks** for the letter of recommendation.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| To: |  | | | | |
| From: | |  | | Date: |  |
| I am applying for | | |  | | |

**I would appreciate a letter of recommendation: Mark the box you chose.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Sent in the attached self- addressed stamped envelope. | Postmarked by: |  |
|  | Returned to the Guidance Office. | By this date: |  |
|  | I will pick up the recommendation letter. | On this date: |  |

**Please comment on the following checked boxes:**

|  |  |
| --- | --- |
|  | My ability and willingness to study |
|  | My ability to work with people |
|  | My sincerity to pursue training beyond high school |
|  | My personal attributes and skills |
|  | How long you have known me and in what capacity |
|  | Other: |

**Personal Data:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Family History: (Parents=names, occupations, siblings names and ages) | | | | |
|  | | | | |
| Hobbies: |  | | | |
| Volunteer Activities: | |  | | |
| Leadership Position: | | |  | |
| Activities & Involvement: | | | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ACT score: |  | | |
| Class Rank: | |  | |
| Grade Point Average: | | |  |

**College:**

|  |  |
| --- | --- |
| Attending: |  |
| Studying: |  |
| Future job: |  |
| Other: |  |

Work Experience (Date, Place, Job Description)

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|  |

Other: (Is there anything else you would like to tell us about yourself?)

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