**RECOMMENDATION FORM**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last) (First) (Middle)

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate the person who you will be asking to write a letter of recommendation for you and his/her title. **Please note that you should allow up to 2 weeks from the time you present the completed form until the letter is mailed to the respective school, scholarship, etc.**

|  |  |
| --- | --- |
| **NAME** | **TITLE** |
|  |  |
|  |  |
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**ACADEMIC**

**GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Do you feel that your transcript accurately reflects your academic ability? If no, explain what factors/circumstances have interfered with your academic performance.
2. What do you think are your academic strengths?
3. List three academic faculty members who could give you a positive appraisal.

**PERSONAL**

1. Who are your personal heroes, men and women you admire, and why?
2. What special interests or hobbies do you pursue outside of school?
3. What personal experience, summer experience, school/work experience, or travel has been of significant importance to you and why?
4. Any additional information to emphasize?

**EXTRA-CURRICULAR (school activities, religious organizations, summer programs, etc.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITY** | **ORGANIZATION** | **YEARS INVOLVED**  **(e.g. 9,10,11,12)** | **DESCRIPTION OF ROLE WITHIN ORGANIZATION** | **AWARDS/ RECOGNITION** |
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**VOLUNTEER WORK**

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| --- | --- | --- | --- | --- |
| **ACTIVITY** | **ORGANIZATION** | **YEARS INVOLVED** | **DESCRIPTION OF ROLE WITHIN ORGANIZATION** | **ESTIMATED HOURS** |
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**WORK EXPERIENCE**

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| --- | --- | --- | --- | --- |
| **EMPLOYER** | **POSITION/TITLE** | **HOURS/WEEK** | **JOB RESPONSIBILITIES** | **LENGTH OF EMPLOYMENT** |
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**COLLEGE AND CAREER GOALS**

1. Please list all colleges and/or technical schools to which you are applying and your intended area of study (“undecided” is okay).
2. What careers are you considering?

**SELF-ASSESSMENT**

Please choose five descriptive words from the list below and provide an example of how each word applies to you.

|  |  |
| --- | --- |
| **DESCRIPTIVE WORD** | **EXAMPLE** |
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| --- | --- | --- | --- |
| Accountable  Active  Adaptable  Aggressive  Alert  Ambitious  Analytical  Articulate  Assertive  Attentive  Broad-minded  Capable  Charismatic  Clever  Collaborative  Committed  Communicative  Competent  Concise  Confident  Conscientious  Consistent  Constructive  Conversant  Cooperative  Creative  Critical  Curious  Decisive  Dependable  Determined | Diplomatic  Discerning  Disciplined  Economical  Effective  Efficient  Empathetic  Energetic  Enterprising  Enthusiastic  Experienced  Expert  Expressive  Extraverted  Fair  Forceful  Goal-orientated  Helpful  Honest  Humorous  Imaginative  Implementer  Improviser  Independent  Industrious  Innovative  Instinctive  Intelligent  Intuitive  Knowledgeable  Leader | Logical  Loyal  Mature  Methodical  Motivated  Objective  Observant  Open-minded  Optimistic  Organized  Outgoing  Patient  Perceptive  Persevering  Personable  Persuasive  Pleasant  Poised  Positive  Practical  Precise  Problem-solver  Productive  Professional  Proficient  Proven  Realistic  Reflective  Reliable  Resourceful  Respected | Responsible  Responsive  Self-directed  Self-reliant  Sensitive  Serious  Sincere  Skilled  Sophisticated  Spontaneous  Stable  Stimulating  Strong  Sympathetic  Systematic  Tactful  Talented  Team member  Tenacious  Tolerant  Understanding  Versatile  Warm  Well-read  Well-rounded |

**NOTE:** If you are asking for a teacher recommendation, please answer the following questions.

1. Course(s)and years taken (e.g. 9, 10, 11, 12) with the teacher:
2. Describe your favorite or memorable assignments or projects that you completed in the class. What about it did you enjoy the most?
3. Is there anything you would like the teacher to highlight in his/her letter related to this particular subject or to your involvement in his/her class?