**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.**

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| --- | --- |
| **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.)**

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| --- | --- | --- | --- | --- |
| **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.

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| --- | --- |
| **DESCRIPTIVE WORD** | **EXAMPLE** |
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| Accountable ActiveAdaptableAggressiveAlertAmbitiousAnalyticalArticulateAssertiveAttentiveBroad-mindedCapableCharismaticCleverCollaborativeCommittedCommunicativeCompetentConciseConfidentConscientiousConsistentConstructiveConversantCooperativeCreativeCriticalCuriousDecisiveDependableDetermined | DiplomaticDiscerningDisciplinedEconomicalEffectiveEfficientEmpatheticEnergeticEnterprisingEnthusiasticExperiencedExpertExpressiveExtravertedFairForcefulGoal-orientatedHelpfulHonestHumorousImaginativeImplementerImproviserIndependentIndustriousInnovativeInstinctiveIntelligentIntuitiveKnowledgeableLeader | LogicalLoyalMatureMethodicalMotivatedObjectiveObservantOpen-mindedOptimisticOrganizedOutgoingPatientPerceptivePerseveringPersonablePersuasivePleasantPoisedPositivePracticalPreciseProblem-solverProductiveProfessionalProficientProvenRealisticReflectiveReliableResourcefulRespected | ResponsibleResponsiveSelf-directedSelf-reliantSensitiveSeriousSincereSkilledSophisticatedSpontaneousStableStimulatingStrongSympatheticSystematicTactfulTalentedTeam memberTenaciousTolerantUnderstandingVersatileWarmWell-readWell-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?