

**LETTER OF RECOMMENDATION
STUDENT INFORMATION**

Student Name (as you would like it written in the letter):

First Name

Last Name

Date the letter needs to be mailed out by the teacher (please provide self addressed envelope):

DATE: _____

Name of School(s) and/or Organization(s) that letter should be sent

_____ School/Organization	_____ School/Organization
_____ School/Organization	_____ School/Organization

Activities & Hobbies you have participated in during high school, in and out of school

Activity/Hobby	Dates & Time Spent	Role in Activity/Hobby (Leadership)

Special Awards/Recognitions that you received with a brief description

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Work and/or Volunteer positions held

Work/Volunteer Position	Dates & Time Spent	Role in Work/Volunteer (Leadership)

List some of your individual characteristics and academic strengths

(list six adjectives or words to describe who you are on the spaces below)

What field(s) of study do you hope to pursue in college?

List anything specific you would like the recommender to include in their letter.