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| **LETTERS OF RECOMMENDATION TAKE 7 – 10 WORKING DAYS TO COMPLETE** | **Date Needed**  **(MM/DD/YYYY):** | /    / |

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| **Student Name:** |  | | **Student ID:** | |  |
| **Ethnicity (optional):** | |  | | | |
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| **Who will be writing letters for you? Indicate relationship (i.e. counselor, coach, teacher, family friend, etc.).** | | | | | |
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| **Reason for letter of recommendation (i.e. scholarship, college application, special award, military)?** | | | | | |
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| **Indicate a teacher who can be contacted to offer a personal quote about you.** | | | |  | |
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| **PERSONAL INFORMATION** | | | | | |
| **List five words you would use to describe yourself. Explain two of them.** | | | | | |
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| **Indicate a common experience that you share with the person writing the letter.** | | | | | |
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| **What personal qualifications do you want stated about you?** | | | | | |
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| **What is something interesting about you?** | | | | | |
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| **What accomplishment are you most proud of?** | | | | | |
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| **What is your favorite subject? Why?** | | | | | |
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| **What is something that most people don’t know about you?** | | | | | |
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| **Briefly describe a hardship or difficult problem you have overcome and explain how you handled it.** | | | | | |
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| **Briefly discuss leadership skills you possess, organizational skills you used in a project, or skills you possess that others have noted about you.** | | | | | |
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| **What other information would you like to include? (i.e. cultural background, outside school interests, activities, hopes, dreams, financial need, things that make you different from other applicants). Don’t be shy!!!** | | | | | |
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| **Indicate how your cultural background has impacted who you are.** | | | | | |
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| **HIGH SCHOOL INFORMATION** | | | | | |
| **What activities or membership in clubs do you want mentioned? (note leadership roles)** | | | | | |
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| **What are your hobbies or special interests? What experiences do you have in 1-2 of these?** | | | | | |
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| **What community service have you done? How many hours? (note leadership roles)** | | | | | |
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| **What sports have you played at CHS (note leadership roles)?** | | | | | |
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| **What honors or awards have you received? Be specific.** | | | | | |
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| **AFTER HIGH SCHOOL** | | | | | |
| **What are your plans after high school?** | | | | | |
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| **List colleges where you are applying for admission.** | | | | | |
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| **What subjects are you considering for your college major?** | | | | | |
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| **What are your career goals?** | | | | | |
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| **What experience have you had in this career field?** | | | | | |
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