

### Lakewood Ranch High School

To help your recommender (counselor or teacher) write a more detailed recommendation letter for you, please answer the following questions, and return them to your chosen recommender(s). **Please give your recommender a minimum of two weeks' notice.**

Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Purpose of letter:       College Admission       Scholarship Application       Other

Please provide a generic "To Whom it May Concern" letter

Please provide a specifically addressed letter to: \_\_\_\_\_

I have attached a copy of the Teacher Evaluation from the specific college/scholarship to be included.

The letter is to be:       Returned to me in a sealed envelope by.

Mailed in the stamped and addressed envelope provided with this request.

Submitted electronically. I will or have already sent you a link.

### ACADEMIC INFORMATION

Future/Career Goals \_\_\_\_\_

List three adjectives that best describe you. \_\_\_\_\_

Are there any circumstances/adversity that you feel have had an impact on your academic performance? Y N

If yes, please explain \_\_\_\_\_

What courses have you enjoyed the most in school and why? \_\_\_\_\_

What will you have to change, if anything, to be successful in college? \_\_\_\_\_

Is there anything else you would like for me to know? \_\_\_\_\_

## SCHOOL INVOLVEMENT

List all activities in which you have participated in high school. Include clubs, teams, musical groups, etc.

Club/Organization/Athletic Team	Years Participated				Leadership Positions Held
	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	

List any awards or recognitions you have received through these organizations.

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## COMMUNITY INVOLVEMENT

List all activities in which you have participated and note any accomplishments in each. These should be activities outside of school in which you participated for the betterment of your community.

Community Organization	Years Participated				Accomplishments
	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	

## WORK EXPERIENCE

List any employment experiences.

Employer	Years Participated				Job Title & Responsibilities
	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	