**REQUEST FOR LETTER OF RECOMMENDATION**

LAKEWOOD SENIOR HIGH SCHOOL

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form is to be completed by you, the student, and given to the counselor or teacher with whom you are requesting a recommendation. Please give the person completing letter at least **2 weeks** to complete. Thank You!

**Where are you applying? What are your Postsecondary Plans**

\_\_\_\_4-Year College \_\_\_\_2-Year College \_\_\_\_Military \_\_\_\_Employment \_\_\_\_Career and Technical Training

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**What is your intended major?**

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**What are your future career goals and why?**

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**List 3 adjectives that best describe you as a person.**

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**What do you see as your primary strength(s) and how has it helped you in life?**

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**Do you possess a special talent or quality that I should know about you when I write for you?** (For Example, creativity, motivation, leadership, responsibility, sense of humor, maturity, work habits, etc.)

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**Are there any obstacles you’ve overcome, challenges you’ve met in life or other things I don’t know about you?**

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**Please list extracurricular/ community/church activities and work experience.**

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| **Activity** | **Year involved (circle)** | **Position** |
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**Please list any honors or awards you have received.**

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**Please list any other hobbies, interests, travel experiences and other things you enjoy doing in your spare time.**

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**On a separate sheet: If you were writing a letter of recommendation for yourself what would you say? (optional)**