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| fp logo | **LETTER OF RECOMMENDATION** |

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| My Name: |  | Date Needed: |  |

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| Address To: |  |

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|  | College Application |  | Scholarship |  | Portfolio |

Thank you for accepting my request of writing a letter of recommendation for me. Below is some additional information to aid you in writing the letter. This letter could be used for college acceptance, applying for jobs, scholarships, etc. I appreciate your willingness to help me with this.

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| How do you know me (classes, work, clubs, etc.)? |  |
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| My college/career plans: |  |
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| Advanced courses (i.e. Honors) I have completed or currently enrolled in: |  |
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| Clubs, sports, activities, and school leadership roles I have been involved in: |  |
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| Awards and/or honors I have received: |  |
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| Volunteer service and/or church activities I have participated in: |  |
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| Work and/or volunteer experience I have had: |  |
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| Special and unique things about me: |  |
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| My personal and professional goals: |  |
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| List four adjectives that you believe best describe you: |  |
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| What do you believe to be your single most admirable trait or quality and why? |  |
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| Describe any circumstances in your life which you feel have helped to shape your character, personality and  |
| attitudes? |  |
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| Additional Comments – Is there any information that you would like highlighted about you, or any other  |
| information that you would like known to assist in the writing of this letter of recommendation? |  |
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|  | Attach a copy of your transcript – this can be obtained by requesting it from Counseling Career Center. |