

## Letter of Recommendation Profile Form

### Instructions

- Give a minimum of **2 weeks** advanced notice, any sooner by agreement only
- Send a 1 week reminder to teacher/counselor via email
- Deadline needed by: \_\_\_\_\_

<p style="text-align: center;"><b><u>Addressed</u></b></p> <p><b>To Whom It May Concern:</b> _____</p> <p style="text-align: center;"><b>or</b></p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> <b>For Scholarship</b></p> <p><input type="checkbox"/> <b>For Other:</b></p>
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### Please Highlight the Following in the letter:

<input type="checkbox"/> <b>Academics</b>	<input type="checkbox"/> <b>College Entrance Tests</b>	<input type="checkbox"/> <b>Leadership</b>	<input type="checkbox"/> <b>Community Service</b>	<input type="checkbox"/> <b>Other:</b>
	SAT _____ ACT _____			

**Student Name** \_\_\_\_\_ **Class of** \_\_\_\_\_

**Student's College and /or Career Plans:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List of School Activities: (please be specific, list years involved)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List Community Activities and/or Volunteer Service: (please be specific, specify any leadership roles)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5 Words that best describe me best are:**

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_