

# **RECOMMENDATION REQUEST**

**Date Delivered:** \_\_\_\_\_

(Please allow two weeks for recommendation to be completed.)

**STUDENT NAME:** \_\_\_\_\_ **Date Needed:** \_\_\_\_\_

Why do you need this recommendation? \_\_\_\_\_

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**Cum. (Wt.) GPA:** \_\_\_\_\_ **Class Rank:** \_\_\_\_\_ **Career Major:** \_\_\_\_\_

## **Extracurricular and Community Service Activities (Include HS Years of Participation, Offices Held):**

**Examples:** Basketball (9, 10, 11)  
Mu Alpha Theta (10, 11, President 12th)  
Marching Band (9 – 12, Section Leader 12th)  
Hope Community Church Youth Group (9-12)  
Laurel Heights (11th: 8 hours per month – visiting with residents)

**Special Awards or Honors** earned in high school (list school year earned):

**Jobs** (descriptions, employment dates, hours per week) you have held during high school:

**What would you like the recipients of this recommendation to learn about you?**