



# LETTER OF RECOMMENDATION INFORMATION SHEET

STUDENT'S NAME

STUDENT'S PHONE NUMBER

TODAY'S DATE

1. I am applying for:

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2. The activities (extracurricular, hobbies, sports, church, etc.) I have been involved in over the past three years, and why they've been important to me:

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3. My favorite classes in high school:

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4. Awards/recognitions from high school:

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5. In college I plan to study:

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6. The college I am applying to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. I want to go to this college because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. I am looking forward to going to college because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. I would like the letter to include the following key points: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Something else you should know about me: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Letter should be addressed to:**

**Application is due:**

**I would like the letter returned/mailed by:**

Please mail letter (pre-addressed, stamped envelope included)

Please return to me

Other special instructions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Find additional copies of this information sheet at [mygreatlakes.org/letterofrecommendation](http://mygreatlakes.org/letterofrecommendation).