ENCORE HIGH SCHOOL

**For Letters of Recommendation**

*(You are strongly encouraged to complete this form)*

**Purpose:** Tell your recommender about yourself, your achievements. This will help your recommender to write your letter of recommendation.

**Instruction:** First ask the staff member if they (your teacher, counselor, a school administrator) will write a letter of recommendation for you. Provide this completed sheet to the staff member(s) who have agreed to write the letter of recommendation on your behalf.

**Note:** You will usually need at least 2 letters of recommendation.

| **1.**     |       |       |       |
| --- | --- | --- | --- |
| Last Name First Name M.I. |  Student ID # |
|  |  |  |
|  |  |
|  |  |
|  |  |
| **2.**     |       |
| 1st College Choice      | Application Deadline       |
|  2nd College Choice       | Application Deadline       |
|  3rd College Choice       | Application Deadline       |
|  4th College Choice       | Application Deadline       |
|  5th College Choice       | Application Deadline       |

**3. Extra-Curricular Activities**

Include any of the following from 9th-12th grades: Student Government, Class Offices, Clubs, Organizations, Athletic Clubs, Community Organizations, Service or Volunteer activities, boys scouts/girls scouts, Employment**,** Music, Art, Dance, Theatre, etc. **The more you share, the better you look!**

\* When you need more space to answer, write “see attached sheet”. Be very specific as to what the activity is, your exact participation in the activity, and amount of time devoted to the activity.

| Grade | Name of Group | What I did | Hours per Semester |
| --- | --- | --- | --- |
|       |       |  |       |
|       |       |   |       |
|   |        |    |       |
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**4. Honors and Awards**

Include any of the following from 9th-12th grades: School or Community Awards, Honors, Special Achievements, Scholarships you may be eligible for (church, labor union, lodge, ethnic, etc.)

| Grade | Name of Award | What I did |
| --- | --- | --- |
|       |       |       |
|       |       |       |
|       |       |       |

**Answer the following items:**

**7.** Special Talents, Interests or Hobbies:

* Special Talent:

* Interests:

* Hobbies:

**8.** Describe your academic strengths:

**9.** Describe two weaknesses which you are improving:

**10.** Describe the single accomplishment you are most proud of and why you take special pride in it.

**11.** List four words that describe you:

**12.** Indicate by example why at least one of those words describes you:

**13.** Why do you want to go to college?

**14.** What is your intended major?

**15.** Once you have achieved your academic goals, earned your degree(s), what do you hope to accomplish?

**16.** Any other information that you would like to include (anything that makes you unique or describes your situation?