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| **Name of Student Making Request** |  |
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| **Name of Individual Writing Letter of Rec.** |  |

**NHHS IB Students - Letter of Recommendation Request**

Please use this form when requesting a teacher, counselor, etc. to write a letter of recommendation for you. Fill out all questions. Ask the teacher/counselor *personally* to write the letter. **Allow ten working days to complete your recommendation.** **If the letter is to be mailed, include a completely addressed, stamped envelope.**

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| **Full Name** |  | **Date Needed** |  |
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| **GPA** |  | **Class Rank** |  |

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| **Name of Person You are Requesting to Write the Letter** | |  | |
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| **In what capacity are you asking them to write the letter? (teacher, counselor, coach, club sponsor, etc.)** | |  | |
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| **If the letter is from a teacher, what classes have you taken with him/her?** | |  | |
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| **Plans after leaving high school:** | | *(Check one only)* | |  |
| (Check the one that applies.) |  | College (proposed major) | |  |
|  |  | (top 3 choices) | | 1. |
|  |  |  | | 2. |
|  |  |  | | 3. |
|  |  | Technical School | |  |
|  |  | Military (which branch?) | |  |
|  |  | Work (where? doing?) | |  |
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| **Reason for recommendation:** | | *Reason* | | *Description (Name of College, Scholarship, Award, etc.)* |
| (Check the one that applies.) |  | College Application | |  |
|  |  | Scholarship | |  |
|  |  | Special Award | |  |
|  |  | Military | |  |
|  |  | Job | |  |
|  |  | Other (explain): |  | |

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| **Letter should be addressed to**: |  | “To Whom It May Concern” |
| (Check the one that applies.) |  | “Ladies and Gentlemen” |
|  |  | Other (write how it should be addressed below): |
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**Personal Information**

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| **What words describe you?** |  |
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| **What personal qualifications do you want stated about you?** |  |
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| **What other information would you like to include? (Outside school interests, activities, hopes, dreams, financial need; things that make you different from other applicants) THIS IS NO TIME TO BE SHY! Use an extra sheet of paper if necessary.** |
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**High School Information**

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| **What activities or memberships in clubs do you want mentioned?** |  |
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| **Job experiences** |  |
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| **What community service have you done? How many hours?** |  |
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| **What sports have you played at NHHS?** |  |
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| **What honors or awards have you received? Be specific and spell out all acronyms.** |
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**Information About the Organization to Which You are Applying**

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| **What is the mission of the organization?** |  |
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| **If it is a college/university, state the reasons (top 3 to 5) why you want to attend that particular college/university?** |
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| **Explain what do you think makes you a good candidate to represent this organization (i.e., college/university, scholarship organization).** |
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