**LETTER OF RECOMMENDATION INFORMATION SHEET**

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| **When asking for a letter of recommendation or evaluation on an application form, it is very helpful to the writer if you provide information about yourself. Even if the writer is well acquainted with you, he or she may be unaware of some of your activities and accomplishments. Use this worksheet to tell them about you.** |

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| **Name:** |       | **Date:** |       |

**Cumulative GPA:**

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| **Academic Achievement:** | **Awards/Recognition:** |
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| **Participation in Sports:** | **Awards/Recognition:** |
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| **School Clubs/Organizations:** | **Elected/Appointed Positions:** |
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| **Community Clubs/Organizations/Involvement:** | **Awards/Recognition:** |
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| **Other activities/membership/awards/recognition/achievements or information you want the writer to know about you:** |
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| **What are your plans for post high school education/training?** |
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