

Information for Letters of Recommendation

Student Name	
Teacher/Coach Name	
How long have you known this person?	
What sports/classes have you had with this person?	
What is the letter of recommendation for? (Scholarship, college app, etc.)	
When do you need this letter?	

Student Name

Student Address

Student Email

Education

Cheboygan Area High School, Class of _____

- Grade point average
- Class rank, if in top 25%

Courses Taken

- CTE courses (Grades participated)
 - Certifications earned
- Advanced courses (Grades participated)
- College courses (grades participated and courses taken)
- Courses relevant to future pathway/specialized courses (grades participated)

Academic Achievements (Include this section only if relevant)

- Honor Roll (years achieved)
- Academic Letter (years achieved)
- Student of the Month (year achieved)
- Department Awards (years achieved)

Activities

- Sport (years participated)
 - Awards/Recognition
- Club #1 (Grades participated)
 - Activities participated in as part of this club

Future Goals

- College or trade school
- Degree

- Profession/occupation

Volunteer Involvement

- List volunteer activities and years participated

Employment

Jobs you've had – years you've had them – job duties you've held