

TO REQUEST A LETTER OF RECOMMENDATION:

- 1.) Create a new email addressed to your teacher or counselor
 - 2.) In the body of the email, include the following:
 - a.) Your name
 - b.) When your letter of recommendation is due
 - c.) HOW to turn it in (xello, printed in a sealed envelope, etc)
 - d.) Bullet points including all of the information outlined below
 - 3.) Please allow at least 3-4 weeks for your teacher to complete the letter
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Bullet points should include:

1. What type of letter of recommendation do you need? (College admission, scholarship, job, internship, etc)
2. How you want your letter turned in (xello, sent directly to college, sealed envelope)
3. What do you plan to study as a college major and why? -AND/OR- what are your career aspirations and goals?
4. What HS courses have you taken that will help contribute to your college /career goals?
5. Pick three original adjectives that you believe would best describe who you are? Then explain why you selected them.
6. Any particular challenges you have faced (i.e. financial, health, family, extended absences, moving schools/cities, learning disability, etc.)
7. **Activities, School & Non-School Related:**
 - a. **PLEASE INCLUDE ALL OF THE FOLLOWING IN BULLET POINTS - COMPLETE SENTENCES ARE STRONGLY DISCOURAGED**
 - b. Academic achievements inside or outside of school (GPA, awards, etc)
 - c. Academic pathway completion (i.e. Engineering, ROP Child Dev, Photography, Video Production, Graphic Design, ROTC)
 - d. Sports (club or school, please list all and years and any leadership positions)
 - e. Clubs (please list years participated and leadership positions)
 - f. Volunteer work (please list years and leadership positions)
 - g. Work (part time jobs) and/or Internships or summer program (paid or unpaid) - if industry related, please list skills built and role name/description
 - h. Church, Scouting or other community service organizations outside of school
 - i. Any other individual events (webinars, engineering field days, etc)
 - j. Any special talents or accolades that don't fit into the above categories (i.e. started your own business, etc)