**Teacher/Coach Recommendation Letter Request**

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| To be completed by the student for the teacher |

Student Name:

Teacher’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Needed By (2 week notice):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Letter is Needed for: College Scholarship Employment

List all colleges letters of recommendation are needed for:

Intended Major: Desired Career:

What are your academic/career goals?

Activities/sports in high school. Include grade levels, awards, leaderships, etc.

Volunteer/community service projects. Include your role, participation, leadership position.

Work experiences. Include company, job position, length of employment, hours per week

Other hobbies or interests.

Specific skills, characteristics, attributes, or experiences that you would like mentioned in your letter of recommendation.