

Letter of Recommendation from _____

Student Name: _____

ID #: _____

What is this recommendation for? _____

Who should the letter be addressed to _____

Address: _____

When do you need this _____

SCHOOL ACTIVITIES:
Fill in the blank under each grade in which you were an elected or appointed officer, or in which you participated as a member

Student Council 9 10 11 12

President
Vice President
Secretary
Treasurer
Representative

Class Officer 9 10 11 12

President
Vice President
Secretary
Treasurer

National Honor Society 9 10 11 12

President
Vice President
Secretary
Treasurer
Member

School Newspaper 9 10 11 12

Editor
Assistant Editor
Business Manager
Staff/Contributor

School Yearbook 9 10 11 12

Editor
Assistant Editor
Business Manager
Staff/Contributor

Clubs at School:

Club _____ 9 10 11 12

President
Vice President
Secretary
Treasurer
Member

Club _____ 9 10 11 12

President
Vice President
Secretary
Treasurer
Member

Club _____ 9 10 11 12

President
Vice President
Secretary
Treasurer

Club _____ 9 10 11 12

President
Vice President
Secretary
Treasurer

Awards or Honors:

Sports:

Sport: _____
Captain/Co-captain (Full Season)
Varsity Letter Winner/Award of
Recognition or position held on
Team _____

Multiple Seasons:

Sport: _____

Captain/Co-captain (Full Season)
Varsity Letter Winner/ Award of
Recognition or position held on
Team _____

Multiple Seasons:

Sport: _____

Captain/Co-Captain (Full Season)
Varsity Letter Winner/ Award of
Recognition or position held on
Team _____

Letter of Recommendation from

Multiple Seasons:

Community Clubs (4-H, Girl/Boy Scouts)

Club _____ 9 10 11 12

President

Vice President

Secretary

Treasurer

Member

Volunteer Service

Indicate specific groups you have volunteered for and things you did (i.e. camp counselor)

Club/organization sponsored

Self-initiated

Total number of hours of participation:

1 - 10 hrs. 11 - 20 hrs.

21 - 30 hrs. 31 - 40 hrs.

41 - 50 hrs. 51 or more hrs.

Special award or recognition for your work: yes no

If yes, what? _____

Club/organization sponsored

Self-initiated

Total number of hours of participation:

1 - 10 hrs. 11 - 20 hrs.

21 - 30 hrs. 31 - 40 hrs.

41 - 50 hrs. 51 or more hrs.

Special award or recognition for your work: yes no

If yes, what? _____

Club/organization sponsored

Self-initiated

Total number of hours of participation:

1 - 10 hrs. 11 - 20 hrs.

21 - 30 hrs. 31 - 40 hrs.

41 - 50 hrs. 51 or more hrs.

C. Special award or recognition for your work: yes no

If yes, what? _____

Please list the paying jobs you have had (including summer employment)

EDUCATIONAL BACKGROUND AND ACTIVITIES

1. List the schools (*other than HHS*) that you have attended in the last three years. Please list them in order of attendance, with the most recent first:

LIST OR TELL ME ANYTHING ELSE THAT NEEDS TO BE IN THE LETTER FOR THE SPECIFIC SCHOLARSHIP / COLLEGE / APPLICATION
