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- It is <u>important</u> that this form be filled out accurately to assist your counselor/teacher in preparing the recommendation for your use in applications for college, scholarships, or employment.
- Give the letter writer at least 3 weeks prior to the application due date to complete your letter.
- Plan ahead!!
- Public Universities in WA <u>do not</u> need letters of recommendation (UW, WSU, WWU, CW, EWU, Evergreen). Counselor evaluation/secondary school report forms do not require a letter.
- Do not request a letter of recommendation unless it is specifically a part of your application.
- Be grateful to those who give of their time and efforts to write letters for you!

Student Name<"""Student #"
Phone number """" EWO 0GPA """ SAT/ACT scores
"Do these scores/GPA accurately reflect your abilities?"
" " " " " " " " " " " " " " " " " " "
Colleges/Universities that you are applying to and due dates for each<
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List advanced courses that you have completed or in which you are currently enrolled.  (i.e. AP courses, Honors courses, Math, Science, etc.)"
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List clubs, activities, sports, and/or student government participation. (Please indicate grade levels and offices held).
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List any awards, honors, athletic and/or significant accomplishments.

Discuss any significant (more than 1 or 2 times) community service, church activities, work, or volunteer experiences you have participated in.
Describe something unique about yourself. (i.e. travel experiences, hobbies, life experiences, special circumstances, etc.)
What challenges/accomplishments have you experienced that you are most proud of?
What type of student/person are you? What do you want colleges/employers to know?
What would you want me to include in your letter that is not otherwise indicated in your application?
List 3 adjectives that describe you and why.
*Please have your parents write a paragraph that describes your strongest attributes and qualities.