LETTER OF RECOMMENDATION INFORMATION

NAME _______________________________    H.S. Avg. ______
E-MAIL __________________________________________________________
PHONE NUMBER _______________________________

ACADEMIC INFO
1. List the Honors/AP/College Now classes you have completed and are currently enrolled in.
__________________________________________________________________________________
__________________________________________________________________________________

2. List any subjects you have done exceptionally well in.
__________________________________________________________________________________
__________________________________________________________________________________

EXTRACURRICULAR INFO
1. List all the in-school activities you have been involved in (Service, clubs, teams, programs, activities, office positions, etc.)
   ACTIVITY
   WHEN
   POSITION HELD
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

2. List all the out-of-school activities you have been involved in (Clubs, religious programs, community services, internships, paid jobs etc.)
   ACTIVITY
   WHEN
   POSITION HELD
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

3. Describe one of the above activities in detail. Which was the most meaningful to you and why?
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

* Reminder to be courteous. Do not disturb teachers while they are teaching.*
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Student Name ________________

What is your intended Major/Career Goal? And Why ?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Have you ever faced any challenge or adversity? Were you able to overcome it? Please explain how.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Is there anything else about you or your grades that could help us write an informed letter?
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

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Student Name _______________________

Student, put a ✓ to indicate which types of recommendations you are requesting from your teacher, and provide a date:

If possible, I will need my recommendations by ________________________________. Thank you!
(Enter Date)

_____ CUNY General or Macaulay Honors Application: **Brand New Process**

Student: Requests a letter via the application using recommender name, email, and title.

Recommender: Will receive a link with simple login instructions, after student submits their application. You can add an attachment or copy and paste.

_____ SUNY: Electronic copy on school letterhead, with scan of signature if possible

Recommender: Provide an electronic copy to Ms. K. – E-mail the letter to: akarabelas@schools.nyc.gov

_____ Common App (Private schools): Electronic copy on school letterhead, with scan of signature if possible.

Student: Requests a letter via the application using recommender name, email, and title.

Recommender: Will receive a link with login instructions, after student submits their application. You can add an attachment or copy and paste.

**Paper letters of recommendation are no longer required.**
There are very few schools where a paper version will be required.

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