

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

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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?

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

LETTER OF RECOMMENDATION INFORMATION 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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