



**ORANGE COUNTY HIGH SCHOOL**  
**RECOMMENDATION REQUEST**

Please allow teacher/counselor at least two weeks before deadline to complete recommendation. Please fill this out honestly and thoroughly.

STUDENT: \_\_\_\_\_

TO: \_\_\_\_\_ DATE: \_\_\_\_\_

I am applying to/for \_\_\_\_\_.  
Please write a letter of recommendation for me and return it to the Guidance Office by \_\_\_\_\_.

The following information would be helpful in writing this recommendation:

List the school activities in which you have had significant involvement. Indicate years of involvement, any offices held, and most importantly, the specific contributions you have made to each club/organization. Feel free to attach a separate sheet of paper if this is not enough room.

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List out of school activities and indicate specific contributions and dates of activity (scouting, athletics, coaching, music, church, and community service).

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List any special awards and accomplishments, in and out of school, that you have earned.

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List work/volunteer experience including length of time employed and hours per week worked/volunteered. How has this experience affected you?

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What are your academic and personal strengths and weaknesses? Give a specific example for each strength/weakness listed. How are you working (or have you worked) to improve yourself?

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What are you planning to study in college? Do you have a career in mind at this time? What factors influenced you to consider this major or career?

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List 3 adjectives with which you think your teachers would describe you and why.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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List 3 adjectives you think best describe you and why.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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List any hobbies, specific travel experiences, or other personal attributes or experiences that have contributed to your personal growth.

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Is there anything else you think is important to know about you?

**If you don't have enough room for any of these questions, feel free to add a separate sheet of paper. Thanks for your help.**

