



## LETTER OF RECOMMENDATION HFA: POWER HOUSE HIGH

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### REQUESTOR

Personal Information

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Email \_\_\_\_\_ @ \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Mobile Phone ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Best way to contact me    Email            Mobile            Home

### ACADEMIC INFORMATION

Cumulative GPA \_\_\_\_\_ Class Rank \_\_\_\_\_

Year in School             Freshman     Sophomore     Junior     Senior

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### THE RECOMMENDATION LETTER IS FOR

- College Admission             Employment             Internship  
 Service Learning             Scholarship Application  
 Other \_\_\_\_\_

### TO WHOM THE LETTER SHOULD BE ADDRESSED

Company/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### THIS LETTER SHOULD EMPHASIZE (PICK 4 AREAS)

- Academic History             School Activities             Career Goals  
 Personal Character             Work Experience             Academic Plans  
 Leadership Experience             Community Involvement  
 Other \_\_\_\_\_

*Please complete the other side of this form.*

**YOU MUST COMPLETE THIS SIDE TO ASSIST TEACHER WITH WRITING YOUR RECOMMENDATION**

I, \_\_\_\_\_ (student name), have attached the following information to assist you with completing this letter.

I have taken the following courses:

ACT Prep    Junior Workshop    Senior Practicum    Senior Workshop

I have been involved with the following extracurricular activities while in high school:

Name of club or organization

Office held

- 1.
- 2.
- 3.
- 4.

Sports teams

- 1.
- 2.

Service learning activities

Awards & honors

Employment

I will pick up the letter of recommendation on (date): \_\_\_\_\_  
Please allow at least 72 hours from the date of submission for pick up.

*Teachers: Please remember to highlight these areas in your letter of recommendation to give this student a competitive edge: Academic performance, character, leadership qualities, personal characteristics, special strengths as an individual and as a prospective college student.*