



# AMERICAN LEADERSHIP ACADEMY

Choir Department

## Recommendation Letter Request Form

I am happy to write recommendation letters for any one of my students! Please fill out the following information and place this form in the choir inbox. I will make recommendation letters a high priority.

Generally, I won't give these letters to you, but will prefer to mail these directly to the institution/person requesting the letter. Please let me know if you need to follow a different mailing procedure and I will try and comply with what you need.

Name \_\_\_\_\_ Date Letter Must Be Postmarked \_\_\_\_\_

What type of recommendation letter is this (circle)?      College      Job      Other \_\_\_\_\_

Institution where letter is to be sent \_\_\_\_\_

Letter should be written to \_\_\_\_\_

The address where the letter should be sent  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If letter needs to be e-mailed, what is the address? \_\_\_\_\_

Your Home Phone \_\_\_\_\_ Your Cell Phone \_\_\_\_\_

Your e-mail address \_\_\_\_\_

Briefly tell me any important details regarding this letter that haven't been covered thus far on this form:

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Please list the school, church, community, sports, or any other activities you have been involved with during high school:

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Please list all leadership responsibilities you have had during high school (school, church, community, sports, etc.):

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Please list what you consider to be your greatest strengths:

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Please tell me what you consider to be your greatest achievement while in high school:

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What is your current GPA? \_\_\_\_\_ What is your current ACT/SAT Score? \_\_\_\_\_

Please list your experience in service:

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Please list all honors, awards, or special recognitions you have received while in high school:

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Please tell me any other things here that you would like to be included in the letter:

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Mr. Lunt use only below this line (do not write here)