



HAMPTON HIGH SCHOOL

**LETTER OF RECOMMENDATION (LOR) PLANNING DOCUMENT/SCHOLARSHIP
NOMINATION FORM**

Dear Senior:

Prior to asking a faculty and/or staff for a letter of recommendation (LOR), please complete the following. Make several copies and provide each faculty and/or staff member from whom you would like a LOR with a copy. This will provide them insight into who you are, what you have accomplished thus far, and what you desire to accomplish. Be sure to provide your teacher, counselor, staff member, or administrator with this LOR Planning Document in ample time for him/her to write an exemplary letter of recommendation for you. Please be sure to give this information to them at least a week before your letter is needed. Finally, if you need extra space to write please feel free to add additional sheets to this application.

Name _____

School Year _____

Application Deadline _____

Date Letter Needed _____

Circle One: I Am Applying to College - For a Scholarship - To Apprentice School

Universities/Colleges/School to Where You Are Applying or Name of Scholarship:

Intended Major: _____

Why are you interested in pursuing a degree in this field?

What is the main idea you want the admissions director to know about you?

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Specifically state your career goals:

While at Hampton, in which activities, clubs, or other co-curricular and extracurricular did you participate? When? How long? _____

Were you involved in student government or student council? Yes/No

If yes, why? How did the experience influence you as a student?

Explain your strengths:

While in high school, did you maintain employment? Yes/No.

If yes, where did you work? _____ How long? _____

Were you dependable, punctual, responsible? Explain _____

Describe all community service projects/volunteering you have done during your high school career. What did you do? Why? How did the experience impact you?

Explain what sets you apart from other students

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If admitted to the college, how do you plan to become involved on campus and in the community there?

Briefly describe your academic history _____

Five years from now, where do you envision yourself professionally?

Ten years from now, where do you envision yourself professionally?

While at Hampton, did you receive any accolades, honors, awards? (e.g., Honor Roll, Citizen of the Month, Principal’s Coin, Athletic Recognition, Caring Crabber Award, etc.)

Explain.

Do you have any special talents? (e.g., play an instrument, sing, write poetry, etc.). **Please describe.**

If you play a sport, what is it? Position? _____

Do you plan to continue playing in college? _____

List three adjectives that describe you. Explain each one.

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Is there anything else you would like to share that would be helpful?

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