Name:

Notes to recommender: I will pick up \_\_\_\_\_\_\_\_ transcripts from you by \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I have submitted you as an electronic recommender to Common App/SENDEDU/UMD (circle all that apply).

# College(s) applying to

# Clubs/Sports/Organizations (don’t use acronyms i.e. TIE—write Transitioning Into Excellence)

## CLUB |ROLE ( i.e. TREASURER, CAPTAIN, ETC.)| DATES |RECOGNITIONS (i.e. SMAC, LL COUNTY-CHORUS)

# Employment

## EMPLOYER | POSITION | DATES | ACKNOWLEDGEMENTS (i.e. EMPLOYEE OF THE MONTH)

# Awards/Honors/Recognitions

## NAME | DATES | REASON

# Volunteer Experience

## ORGANIZATION | DATES | BRIEF DESCRIPTION OF SERVICE

# Skills & Abilities & Interests

# 2 adjectives that describe you

# Any special circumstances we should be made aware of?

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