

Thank you for agreeing to write me a letter of recommendation!

I know it requires real effort on your part, so I appreciate it. I also wanted to make your life easier, so here is a bit of background about me

1. My college list

College	Intended major / department	Application deadline

2. My academic accomplishments

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3. My personal accomplishments or personality traits I am proud of

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4. My extracurriculars and hobbies

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5. Things I would love if you could highlight or mention

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