

LETTER OF RECOMMENDATION

STUDENT INFORMATION FORM

Student Name: _____

This information is requested so those community and/or school staff members who are willing to write a letter of recommendation for you will be able to do so in the best and most complete way possible. Please complete all sections of this form in as comprehensive a manner as possible.

When you have completed this form (print legibly), make copies to give to each person from whom you are requesting a letter of recommendation. If you want it sent to a college, BE SURE to provide the person with a stamped, pre-addressed envelope (typed or neatly printed) and the official recommendation form if the institution requires one.

Make sure this is given to the person you want a recommendation from at least two weeks before the recommendation is due to arrive at its destination (sooner if possible).

PERSONAL DATA SECTION

1. Full legal name _____
2. Home address _____
3. Parent's names (optional or if requested) _____
4. Father's employer (optional or if requested) _____
5. Mother's employer (optional or if requested) _____
6. Test Scores: (optional or if requested) PSAT Verbal _____ Math _____ SAT I Verbal _____
Math _____ Writing _____ ACT Comp _____
7. Rank in class: (optional or if requested) _____ Cumulative GPA: (optional or if requested) _____
8. Purpose of recommendation: _____
9. What colleges have you chosen or are considering _____
10. What subject(s) are you considering for your college major _____
11. What vocation or career are you considering _____
12. What experience have you had in this area _____
13. What are your best subjects _____
14. What are your hobbies or special interests _____
15. What special talents do you possess (music, sports, etc.) _____
16. List five words you would use to describe yourself _____
17. WRITE A STATEMENT ABOUT WHAT YOU CONSIDER TO BE YOUR STRENGTHS AND/OR UNIQUENESS.
Be specific.

18. HAVE A PARENT OR SIGNIFICANT ADULT IN YOUR LIFE WRITE A STATEMENT ABOUT WHAT THEY CONSIDER TO BE YOUR STRENGTHS AND/OR UNIQUENESS.

Complete next page for activity information

ACTIVITIES SECTION

In this section, be sure you list the year, team, class, position, hours worked, specific office(s) held, and other detailed type of information for grades 9, 10, 11, and 12.

- 1. List and detail all school activities in which you have participated:

GRADE	ACTIVITY
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 2. List and detail out-of-school activities: (community service, church volunteer, tutoring, etc.)

GRADE	ACTIVITY
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 3. List and detail sports (in or out of school) in which you have participated:

GRADE	SPORT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 4. List and detail significant travel experiences you have had:

GRADE	TRAVEL AREAS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 5. List and detail work experience: (paid work, days, hours, etc.)

GRADE	JOB/DETAILS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- 6. List and detail all awards and honors no matter how small you feel they are:

GRADE	AWARD/HONOR
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____