



Student Information for Recommendation Letters

Colleges look favorably upon letters of recommendation that provide insight into the individual. When requesting letters of recommendation, provide a copy of this completed form to each person writing a letter on your behalf, so that they may include as many details and concrete examples as possible. *Also, please include an addressed stamped envelope for each recommendation requested from your teachers.*

Name: _____ ID# _____
 First **Middle** **Last**

Colleges	Is a Letter of Recommendation...(check one of the following)		
	<i>Required?</i>	<i>Recommended?</i>	<i>Not Required?</i>

SCHOOL ACTIVITIES		
Activity	Years Participated	Offices Held, Letters, Honors, Awards, and Year Received

COMMUNITY/NON-SCHOOL ACTIVITIES		
Name of Religious Organizations, Summer Programs, Volunteer Work, Hobbies, Special Interests/Talents	Years Participated	Description of Your Role

WORK EXPERIENCE			
Employer	Position/Title	Hours Per Week	Length of Employment

Possible college major: _____ (“undecided” is ok!)
 Why are you considering this major?

The activity that has been most rewarding to me is _____ because...
(Ex: school-related, hobby, travel, summer, work, etc.)

What are your proudest *personal* accomplishments? (be specific)

Choose three adjectives to describe yourself and provide a brief example of how each word applies to you.

Example: I am very **creative**. I work on the school newspaper and had some of my photos featured in a publication. I work part-time designing gift baskets.

I am very **analytical**. I can quickly solve problems in math and science classes. I was the "mathlete" for several weeks in advanced algebra, earning the highest score on the first semester final exam. I have been a member of the scholastic bowl team since freshman year.

Check the factors that should be stressed in your letter of recommendation.

- | | | |
|---|---|--|
| <input type="radio"/> Attendance | <input type="radio"/> Special Abilities and Talents | <input type="radio"/> Honors and Awards |
| <input type="radio"/> Honor Roll | <input type="radio"/> Special Courses | <input type="radio"/> Work Experience |
| <input type="radio"/> Community Service | <input type="radio"/> Scholastic Excellence | <input type="radio"/> School Activities & Offices Held |
| <input type="radio"/> Athletics | <input type="radio"/> Grade Improvement | <input type="radio"/> Others _____ |

Anything else? (If needed, please continue your responses on another sheet of paper)

- Significant factual information about you, your record, your personality, your hopes for the future, or family circumstances (illness, strong parental support, travel, changes in school due to moving) would be helpful.

- Do you feel that your transcript accurately reflects your academic efforts and ability? If not, explain what factors/circumstances have interfered with your academic performance.

- Is there any information you would like emphasized in the recommendation to help the colleges make a more accurate appraisal of you?