

STUDENT INFORMATION FORM FOR LETTERS OF RECOMMENDATION

If you need a Letter of Recommendation from a teacher/counselor/administrator for your college application, a scholarship program or some other activity, please complete this form. Remember that those writing your recommendation want to do a good job for you, so please take time to be as thorough as possible in completing this information.

Student Name: _____

1. List colleges where you are applying for admission: _____

2. Are you completing the Common Application? _____

3. What are your deadlines? _____

4. What subjects are you considering for your college major: _____

5. What career are you considering: _____

6. What do you consider to be your major strengths? _____

7. What makes you different from other students? _____

8. List **FIVE** words you would use to describe yourself. _____

Provide a list for each of the following:

1. Academic Accomplishments: _____

2. Honors/Recognitions: _____

3. Additional notable accomplishments: _____

4. List and detail in and out-of-school-activities: (community service/volunteer scouts, youth group, tutoring, sports, work, clubs etc.) Please note how long you have participated and any leadership positions you have attained. (Use back of this sheet) Provide an additional sheet if needed. You may substitute a resume.