

Letter of Recommendation

Student Information Worksheet

Colleges, donors of scholarships or employers often ask applicants to submit letters of recommendation. The purpose of this form is to help students organize information that is needed by the person writing the recommendation. It includes information which may or may not be needed depending upon the recipient of the letter. Fill in the information that you think will be helpful to the recommender.

Guidelines:

When requesting a letter of recommendation from a teacher, be sure to:

- Fill out the student information worksheet as completely as possible, not all sections may apply. Staple any form that was given to you by the organization to which you are applying.
- Think of a teacher who knows you well.
- Make an appointment to ask the teacher to write a letter of recommendation for you. Plan ahead to meet your timeline, and allow the teacher 10-14 days for the completion of the letter. DO NOT assume the letter will be completed if you leave the request in their mailbox; make sure you make a personal contact with the teacher.
- At the time of the appointment, give the teacher your completed information worksheet. Keep a copy for your future use (save yourself some work the next time!)

Write a short "thank you" to the teacher who has supported you in this way.

Today's Date _____ Recommendation Deadline Date _____

Full Legal Name _____ Home Telephone _____

Address _____ City _____ Zip _____

Final Recipient of Recommendation:

College Admissions _____

Scholarship _____

Apprenticeship, Internship or Employment _____

Recommendation to be: Returned to _____

Mailed to _____

College/Career Goals:

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GPA: _____ Does your GPA reflect your abilities? YES or NO (if no, please explain) _____

What subjects interest you the most? _____

Highlight your academic achievements, for example "Took four years of Spanish and three years of Japanese; took all of the science classes at GHS; took three years of marketing and managed the student store." Be specific.

Activities: *Note below the SCHOOL and COMMUNITY activities that you were involved with in high school. Circle the grade level appropriate and give details to the right if applicable. Please include extra-curricular, volunteer, charity, church-related, clubs, scouts, etc. If you already have a typed activities profile of some sort, write, "see attached" and attach your list of activities.*

ACTIVITY:	GRADE:	POSITION/DETAILS:
1. _____	9 - 10 - 11 - 12	_____
2. _____	9 - 10 - 11 - 12	_____
3. _____	9 - 10 - 11 - 12	_____
4. _____	9 - 10 - 11 - 12	_____
5. _____	9 - 10 - 11 - 12	_____
6. _____	9 - 10 - 11 - 12	_____
7. _____	9 - 10 - 11 - 12	_____
8. _____	9 - 10 - 11 - 12	_____
9. _____	9 - 10 - 11 - 12	_____
10. _____	9 - 10 - 11 - 12	_____

Work Experience:

References: List three (3) staff members who could be contacted as a reference.

1. _____ 2. _____ 3. _____

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Awards: List any awards or honors that you received during high school years.

NAME OF AWARD: _____ SPONSORING ORGANIZATION: _____ DATE OF AWARD: _____

1. _____

2. _____

3. _____

4. _____

5. _____

Self-Rating: Rate yourself in the following areas.

	Below Average	Average	Top 10%	Top 1%
Academic Ability				
Academic Achievement				
Independence/Initiative				
Creativity/Originality				
Written Expression				
Oral Expression				
Leadership				
Warmth of Personality				
Concern for Others				
Reaction to Criticism				
Overall Rating				

If asked to describe yourself, what five (5) words come to mind first? (See list on the back of this page)

Please indicate anything else that is important to know about you (unique circumstances, special obstacles that you have overcome, etc.)
