

# STUDENT INFORMATION SHEET FOR LETTER OF RECOMMENDATION

Student Name \_\_\_\_\_

Teachers You are Asking to Write Letters:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Needed \_\_\_\_\_

Purpose of Letter (check one)

- College Application
- Scholarship
- Employment
- Military
- Other \_\_\_\_\_

1. List the colleges/universities to which this letter will be sent.

- a. \_\_\_\_\_
- b. \_\_\_\_\_

- c. \_\_\_\_\_
- d. \_\_\_\_\_

2. List school activities (clubs, organizations, sports, etc.) that you participated in; what role you had and what honors / awards you received.

Activity

Role / Honors & Awards

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Attach additional sheet if needed.)

3. Identify activities outside of school in which you have participated.

Activity

Role / Honors & Awards

_____	_____
_____	_____
_____	_____

4. Describe your proudest accomplishment(s); activities that were extremely successful because of your contributions.

5. What personality characteristics do you have that would be important to emphasize and would support your application?

6. What are your career plans after graduation? Be specific.