LETTERS OF RECOMMENDATION
Personal Data Form

Please use this form to request a letter of recommendation from a teacher or other staff member. Always allow at least two weeks for the letter to be written. Remember to send a handwritten thank you note to express your appreciation!

Student Name: __________________________________________________________

Student’s Email Address ________________________________________________

Reason for recommendation letter:  □ Scholarship application
                                  □ College application
                                  □ Job reference
                                  □ Other

Letter to be addressed to:  □ To Whom It May Concern

                            - OR -  □ __________________________
                                __________________________
                                __________________________

Student GPA: ______  SAT/ACT scores: ______  Class Rank: ______

Describe your college or career plans.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

List any awards and/or honors you have received.

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

List your school activities. (Clubs, sports, student government, etc. Indicate grade levels and offices held.)

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Describe your community service activities and/or work experience.

________________________________________

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________________________________________

Describe any personal goals you may have set for yourself.

________________________________________

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________________________________________

Describe any unique experiences you have had – such as family hardships, personal trauma, a leadership position, travel opportunity, internship, etc.

________________________________________

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________________________________________

Describe any personal strengths that might not be reflected in your academic achievements.

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________________________________________

If there is something special or unique about you that you would like to have mentioned in the letter, please explain.

________________________________________

________________________________________

________________________________________

List five words that describe you – ask your parents if you need help (these words may be used in your letter, so try to avoid simplistic words such as ‘funny’ or ‘nice’)

1. __________________________

2. __________________________

3. __________________________

4. __________________________

5. __________________________