



Information for Letters of Recommendations

- ✓ Say please and thank you.
- ✓ Ask the person 2 to 3 weeks in advance
- ✓ Include the following, but not limited to:
 - Name (Your full given name)
 - Contact information
 - Phone number
 - Home address
 - Email address (for college and scholarships do not use your stu@k12, it disappears after you graduate)
- ✓ Graduation Year
- ✓ Honors, AP or Dual Credit courses and year taken
- ✓ Honors received (i.e. Student of the Month)
- ✓ Clubs and Organizations (School Related)
- ✓ Clubs and Organizations (Non-School, Church, 4-H, etc.)
- ✓ Community service
- ✓ Community and or School Recognition
- ✓ Sports (What team(s) and year(s))
- ✓ School Attending (College, University or Trade)
- ✓ Major (what degree you plan on obtaining at the College, University or Trade school)
- ✓ Future Plans (career)
- ✓ Any additional information that might be helpful. (i.e. jobs in high school or activities you have not listed)

PLEASE, type or legibility write the above information so the person you ask can create a promising letter.

THANK