

Letter of Recommendation Fact Sheet

West Feliciana High School

Class of 2023

Name _____
(Last) (First) (Middle Initial) (Preferred Name)

Please complete letter by: _____

Purpose of Letter: ___ College Admission ___ Scholarship ___ Job ___ Other

What particular college, job, or scholarship is this letter for? _____

GPA _____ Career Goal _____

Future Plans

Check any of the following which apply

Name of schools being considered

_____ 4-year College _____

_____ 2-year College _____

_____ Vocational School _____

_____ Apprenticeship Program _____

_____ Intermediate Employment _____

_____ Armed Services _____

_____ Other _____

Paid Work Experiences (Please indicate self-employed ventures, i.e., lawn mowing, babysitting, etc.)

Dates	Employer	Hrs per week	Duties
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Volunteer Work Experiences (Church, hospital work, animal shelter, etc.)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List 3 adjectives that describe you:

Out-of-school activities which have helped me prepare for work or further education (Travel, community service, church activities, 4-H, workshops, etc.)

Sports Activities

Activity	Yr. in school (9 10 11 12)	Awards	Office(s) Held

Extra-curricular activities in which I have participated while in high school

Activity	Yr. in school (9 10 11 12)	Awards	Office(s) Held

Personal strengths: highlights that colleges or employers should consider (Hobbies/interests, special abilities, talents, special circumstances, etc.)

Give a brief description of what you want to accomplish in life. How will you get there? List any goals and dreams you have for yourself. How can your letter be enhanced to show the real you?