

# Letter of Recommendation

## *Requesting a Letter of Recommendation Personal Data Form*

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

Grade Point Average (GPA) \_\_\_\_\_

Purpose of Letter of Recommendation: \_\_\_\_\_

Teachers/Staff/Community members who know you well:

1. \_\_\_\_\_

5. \_\_\_\_\_

2. \_\_\_\_\_

6. \_\_\_\_\_

3. \_\_\_\_\_

7. \_\_\_\_\_

4. \_\_\_\_\_

8. \_\_\_\_\_

Describe your plans for post high school educational training/college, and career plans: \_\_\_\_\_

List advanced, college, or preparatory CTE (occupational) courses you have completed or are currently enrolled in that apply:

1. \_\_\_\_\_

5. \_\_\_\_\_

2. \_\_\_\_\_

6. \_\_\_\_\_

3. \_\_\_\_\_

7. \_\_\_\_\_

4. \_\_\_\_\_

8. \_\_\_\_\_

List clubs, activities, sports, and/or student government participation. Specify any leadership positions held. \_\_\_\_\_

List any awards and/or honors you have received: \_\_\_\_\_

Describe community service or activities in which you have participated. Specify any leadership positions held. \_\_\_\_\_

Detail your travel experiences: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Discuss your personal and professional goals: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe Job Shadow, Internship, and/or Work Experiences you have participated in:

1. Job Shadow(s) \_\_\_\_\_
2. Internship(s) \_\_\_\_\_
3. Work Experience(s) \_\_\_\_\_

If there is something special or unique about you that you would like mentioned in your letter, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\* When requesting a “letter of recommendation” from a teacher, staff member, and/or community member, be sure to:**

- \*\* Fill out this Personal Data Form as completely as possible
- \*\* Choose a person who knows you well
- \*\* **Make an appointment** to ask the person to write a letter of recommendation for you. Plan ahead to meet your timeline, and allow the person **10-14** days for completion. If you leave the request in a mailbox, make sure you make **personal contact** with the person within a few days.
- \*\* At the time of the appointment, give the person an addressed, stamped envelope and your completed information sheet.
- \*\* Write a short sincere “thank you” note to the person who has supported you.