

INFORMATION NEEDED FOR LETTERS OF RECOMMENDATION

Student's Full Name \_\_\_\_\_ Date \_\_\_\_\_

This form is designed to give your counselor/teacher more information about you and your goals. The key to a well-written letter of recommendation is that it gives specific information about the applicant.

1. What is this letter of recommendation for? When is it due?
  
2. What school activities have you participated in since the 9<sup>th</sup> grade? (Please list any offices or leadership roles you have had).
  
3. What honors/awards have you received since the 9<sup>th</sup> grade?
  
4. What community activities have you participated in since the 9<sup>th</sup> grade?
  
5. List any jobs that you have held (title), responsibility of the job, and number of hours per week you worked.

6. List three words that best describe you.

7. What do you see yourself doing 5 years from now? 10 years?

8. What are your hobbies and what are you passionate about?

Use the rest of this space to describe any unusual circumstances in your life that your counselor/teacher should be aware of. Also, please spell out all activities: DO NOT USE THE ACRONYMS. Do this on your scholarship applications as well. Do not answer the questions with yes or no, please explain in detail every answer.