

Letter of Recommendation Information Sheet

Please complete this form if you would like to request a letter of recommendation.

Name:	Today's Date:
Grade:	Date Letter is needed:

Purpose of Letter of Recommendation:

- ☐ College Admission ☐ Scholarship ☐ Honor or Award
☐ Employment ☐ Other:

Is there a special form to complete? No ☐ or Yes ☐ → (If YES, include the form with this sheet.)

Who should the letter be addressed to? _____

What is their title or position? _____

What is the address I should mail the letter to? _____

Describe what you are applying for. (*Example: A \$500 scholarship for an outstanding leader in good academic standing who has participated in school activities and has a record of service to school and community.*)

List the school activities you have participated in, the number of years, and what you gained or learned from each activity. Please include artistic, athletic, literary, service, and leadership positions (include and attachment if necessary).

School Activities	Dates	What you gained/learned

Which activity was most important to you and why?

Please turn over →

What do you consider your most important activities outside of school? List jobs, hobbies, volunteer work, religious activities, travel, music, art, and drama, etc. Include the number of years of involvement and explain why this activity was significant for you.

Outside of School Activities	Dates	Why this activity was significant to you

List the awards and honors you have received in or out of school. Include elected offices you have held.

Awards/Honors	Awards/Honors

Describe the academic accomplishment (major paper, science experiment, artistic project) you are most proud of and explain why you take pride in it.

What do you hope to accomplish in college and after? Describe your career and personal goals?

List your three most distinguishing or most admirable qualities. Explain each in several sentences.

People who will serve as a possible reference for you:

1.

2.

3.

You may attach a copy of your current resume and/or list of activities, clubs, organizations, accomplishments, and school/community service projects to this form if needed.