

LETTER OF RECOMMENDATION 9th:

Letters of Recommendation are usually required for entrance into colleges, internships, and some jobs. This form helps you put together the information usually covered in a letter of recommendation. You give this form to the person you ask to write a letter about you.

STEPS

- 1. Complete your personal student data sheet in legible handwriting. As a freshman, you will not be able to fill in Lines 6, 7, 8, 10, 11, 12, 13 in the personal data section.**
- 2. Be as specific as you can (i.e., leadership in classroom, activities, etc.) so the person you ask to write a recommendation can write about you more clearly and completely.**
- 3. You do not need a letter of recommendation for your portfolio for your freshman year, but you will starting in your sophomore year. Consider asking teachers and non-relatives in the community (employer, church person, coaches, supervisor in places you may volunteer.) as possible people who can write a reference letter for you.**

STUDENT INFORMATION FORM
LETTERS OF RECOMMENDATION

This information is requested so those school staff members who will be writing letters of recommendation for you will be able to do so in the best and most complete way possible. Please complete all sections of this form in as comprehensive a manner as possible.

When you have completed this form (type or print legibly), make copies to give to each person from whom you are requesting a letter of recommendation. BE SURE to provide the person with a stamped, pre-addressed envelope and the official recommendation form if the college requires one.

Make sure this is given to the person you want a recommendation from at least two weeks before the recommendation is due to arrive at its destination (sooner if possible).

PERSONAL DATA SECTION

1. Full legal name _____
2. Parent's names _____
3. Home address _____
4. Father's employer _____
5. Mother's employer _____
6. Test Scores: PSAT Verbal____ Math____ SAT I Verbal____ Math____ ACT Comp____
7. Rank in class _____ Cumulative GPA _____
8. Name of person/organization to whom this recommendation should be sent _____

9. Purpose of recommendation _____

10. What colleges have you chosen or are considering _____

11. What subject(s) are you considering for your college major _____

12. What vocation or career are you considering _____

13. What experience have you had in this area _____

14. What are your best subjects _____

15. What are your worst subjects _____

16. What are your hobbies or special interests _____

17. What awards have you earned in the last four years:

| DATE | PURPOSE OR DISTINCTION | DATE | PURPOSE OR DISTINCTION |
|-------|------------------------|-------|------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
18. List five words you would use to describe yourself _____

ACTIVITIES SECTION

In this section, be sure you list the year, team, weight, class, position, hours worked, specific office(s) held, and other detailed type of information for grades 9, 10, 11, and 12.

1. List and detail all school activities in which you have participated:

GRADE ACTIVITY

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

2. List and detail sports in which you have participated:

GRADE SPORT

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

3. List and detail out-of-school activities: (community service, Girl Scouts, church volunteer, tutoring, etc.)

GRADE ACTIVITY

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

4. List and detail significant travel experiences you have had:

GRADE TRAVEL AREAS

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

5. List and detail work experience: (paid work, days, hours, etc.)

GRADE JOB/DETAILS

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

6. List and detail all awards and honors no matter how small you feel they are:

GRADE AWARD/HONOR

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

7. What special talents do you possess (music, sports, etc.)? _____

8. List three (3) or more high school teachers who know you best: _____

9. Have your parents write a statement about what they consider to be your strengths and/or uniqueness.

YOU SHOULD WRITE A STATEMENT ABOUT WHAT YOU CONSIDER TO BE YOUR STRENGTHS AND/OR UNIQUENESS. **Be specific.**

Use an additional sheet of paper if needed.