

Letter of Recommendation Guidelines

This information is requested so that 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 so that you can give one (1) to every person you ask for a letter of recommendation. (Be sure to provide the person with a stamped, addressed envelope and the official recommendation form if the college requires one.) **MAKE SURE IT IS GIVEN TO THE PERSON TWO WEEKS BEFORE THE RECOMMENDATION IS DUE TO ARRIVE AT ITS DESTINATION (EVEN EARLIER IF POSSIBLE.)**

Personal Data Section:					
First Name:		Middle Name:		Last Name:	
Home Address: Street:			City:		State:
					Zip:
Mother's Name:			Mother's Employer:		
Father's Name:			Father's Employer:		
PSAT Scores Verbal	Math	SAT Scores Critical Reading	Math	Writing	ACT Score
Name of person/organization to whom this recommendation should be sent:					
Purpose of recommendation:					
List the colleges you have chosen or are considering attending:					
1.			2.		
3.			4.		

List the subject (or subjects) you are considering for your college major:

1.	2.
3.	4.

Vocation or career you are considering:

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What experience do you have in this area?

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What are your best subjects?

1.	2.
3.	4.

What are your worst subjects?

1.	2.
3.	4.

List some of your hobbies or special interest:

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What awards have you earned in the last four (4) years?

Date: Purpose or Distinction:

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List five (5) words you would use to describe yourself:

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Accumulative
GPA:

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Activities Section

In this section be sure to list your year, team, weight class or position, hours worked, specific office held and other detailed type of information such as:

10th grade-sophomore class treasurer 11th grade-quarterback, varsity football team

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

1.

2.

3.

4.

5.

List and detail the **extra-curricular** in which you have participated:

1.

2.

3.

4.

5.

List and detail **out-of-school** activities in which you have participated:

1.

2.

3.

4.

5.

List and detail significant **travel** experiences you have had:

1.

2.

3.

4.

5.

List and detail work experience (paid work, give days and hours) *ex. Cashier at McDonald's, Monday-Wednesday, 3 hours a day:*

1.

2.

3.

4.

5.

List and detail all awards and honors (no matter how small they may be)

1.

2.

3.

4.

5.

Special talents you possess:

1.

2.

3.

4.

5.

List three (3) or more high school teachers who know you the best:

1.

2.

3.

4.

5.

AFTER FILLING OUT THIS FORM: Give it to any person you want to write a letter of recommendation for you. Be specific about time lines, and gently remind your recommender often when you need the completed letter.