**LETTERS OF RECOMMENDATION**

**Personal Data Form**

Please use this form to request a letter of recommendation from a teacher or other staff member. Always allow *at least* two weeks for the letter to be written. **Remember to send a hand written thank you note to express your appreciation!**

Student Name:

Student’s Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for recommendation letter: ❑ Scholarship application

 ❑ College application

 ❑ Job reference

 ❑ Other

Letter to be addressed to: ❑ To Whom It May Concern

 - OR - ❑

Student GPA: SAT/ACT scores: Class Rank:

Describe your college or career plans.

 \_\_\_\_\_\_

 \_\_\_\_\_\_

 \_\_\_\_\_\_

List any awards and/or honors you have received.

 \_\_\_\_\_\_

 \_\_\_\_\_\_

 \_\_\_\_\_\_

List your school activities. (Clubs, sports, student government, etc. Indicate grade levels and offices held.)

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 \_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe your community service activities and/or work experience.

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Describe any personal goals you may have set for yourself.

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 \_\_\_\_\_\_

 \_\_\_\_\_\_

Describe any unique experiences you have had – such as family hardships, personal trauma, a leadership position, travel opportunity, internship, etc.

 \_\_\_\_\_\_

 \_\_\_\_\_\_

 \_\_\_\_\_\_

Describe any personal strengths that might not be reflected in your academic achievements.

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 \_\_\_\_\_\_

If there is something special or unique about you that you would like to have mentioned in the letter, please explain.

 \_\_\_\_\_\_

 \_\_\_\_\_\_

List five words that describe you – ask your parents if you need help (these words may be used in your letter, so try to avoid simplistic words such as ‘funny’ or ‘nice’)

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

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_