## Letter of Recommendation Information Sheet

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

Name:

Grade:	Today's Date:		Date Letter is Needed	l:
Purpose for Let	ter of Recommendation	:		
College Adr			☐ Honor or Award	☐ Employment
Is there a speci	al form to complete? N	o □ or Yes □ →	(If YES, include the fo	rm with this sheet.)
Who should the	e letter be addressed to?	?		
What is their tit	le or position?			
What is the add	dress I should mail the l	etter to?		
	you are applying for.( <i>E</i> school activities and has a re			der in good academic standing who
each activity. attachment if n	Please include artistic, a		rvice, and leadership po	you gained or learned from sitions (include an ained/learned
Sen	ooi Activities	Dutes	What you g	umea/icamea

Which activity was most important to you and why?

Why it was important to you	

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 to 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.

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People who will serve as a positive reference for you:	
1.	
2.	

3.

What book has had the greatest impact on you and why?

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.