

# **LETTER OF RECOMMENDATION QUESTIONNAIRE**

**\*\* Please complete and submit to recommender at least 5 days prior to the date letter of recommendation is needed.**

Electronic submission is preferred. Include the address (email, fax number, or postal address) that the letter should be sent, and the date that the letter must be completed. Also, include the purpose of the letter (college application, scholarship, job opportunity, or other). The information you provide in this questionnaire will help in writing your letter of recommendation. Providing detailed specific information will allow the writer to produce a more thorough letter.

**NAME:**

**NAME OF COLLEGE or SCHOLARSHIP**

**INTENDED MAJOR and WHY**

**COLLEGE SEARCH**

Please summarize the progress you've made with your college search. Have you identified schools to which you will apply? Have you visited any colleges? Have you had any interviews?

**TELL ME ABOUT YOU**

What are your favorite subjects and why?

Are there any obstacles or struggles you've had to overcome in your high school career?

How have you grown or changed in these past three years?

Tell me two or three adjectives others would use to describe yourself and why. Do they differ from words you would use to describe yourself? How?

**ANYTHING ELSE?**

Is there anything special or unusual about your circumstances that I should know? Is there anything that should be explained or clarified by me in order to improve your chances for admission to the school of your choice?

**DON'T FORGET PART II**  
**VERY IMPORTANT!!**

# LETTER OF RECOMMENDATION QUESTIONNAIRE

## PART II

NAME \_\_\_\_\_

THE FOLLOWING INFORMATION IS ESPECIALLY HELPFUL IN WRITING LETTERS OF RECOMMENDATION.

Please list all the **extra-curricular school related activities** in which you've participated:

<b>Activity</b>	<b>Year(s)</b>	<b>Leadership Position Held</b>
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Please list any **community service activities** in which you've participated:

<b>Activity</b>	<b>Year(s)</b>	<b>Describe Your Role</b>
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Please list all **work experience** you've had:

<b>Place</b>	<b>Year(s)</b>	<b>Hrs/Week</b>	<b>Job Description</b>
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Please list your **interests and/or hobbies** that have not appeared on the previous lists.