

Information for a Letter of Recommendation

Please, provide the following information to the person/persons whom you ask to write a recommendation for you. Be sure to provide this information to the person at least two weeks in advance.

Full Name: _____

GPA: _____

School Activities/Clubs/Athletics (be sure to note any leadership positions as well).

School Offices Held:

Community Activities (include volunteer work):

Church Activities:

Awards/Honors Received:

List some positive qualities/strengths about yourself that will assist the writer in this recommendation:
