

Date: _____

HIGH SCHOOL SENIOR SUMMARY SHEET
For Letter of Recommendation Requests

Please fill out this sheet carefully. Staff will use this sheet for specific information when asked to write recommendations. Request a letter well in advance of the deadline (the writer should have a minimum of 2-weeks to write the letter).

Name _____

Check all that apply:

- Please email me a .pdf.
- Please email a .pdf to the following person/school/scholarship: _____
- Please provide me with a hard copy.
- You should be receiving an email with a request to upload (i.e. from Common App).

1. What is your tentative career goal?

2. What kind of training do you plan after high school? (Military, apprenticeship, on-the-job training, vocational school, 2-year college, 4-year college)

3. List any specific schools or training programs that you are seriously considering after high school.

4. If you plan to go to a 4-year college, what would be your major?

5. List your employment/work experience.
9th grade _____
10th grade _____
11th grade _____
12th grade _____
6. List your involvement in community activities while in high school (church, volunteer, programs, Scouts, etc.)
9th grade _____
10th grade _____
11th grade _____
12th grade _____

7. List any school activities with which you have been involved (clubs, athletics, student government, etc.). Please list any award you've received, if applicable.

9th grade _____
10th grade _____
11th grade _____
12th grade _____

8. List three words that best describe you.

9. What are some of your strengths?

10. What are some areas that you need to improve?

11. Describe any special talents or interests you have.

12. What experiences in high school have been the most meaningful and rewarding for you (class, job, travel, team, etc.)?

13. Describe any special financial/family circumstances that might make paying for post high school training difficult and how do you plan to finance post-high school college or training?

14. Is there anything that you would like emphasized in a recommendation for you?

15. What is your GPA/Class Rank? _____