

INFORMATION FOR LETTER OF RECOMMENDATION

This is an extensive questionnaire that you are to fill out thoughtfully. The information is requested so that those writing your letter of recommendation will be able to do so in the best and most complete way possible. Please complete all sections of this form (type or print legibly) in as comprehensive a manner as possible. You may attach your personal resume.

When you have completed this form, **make copies** so that you can give one to every person you ask for a letter of recommendation. (Be sure to provide the person with a stamped, pre-addressed envelope and the official recommendation form if the college requires one). Please give it to the person who is writing your recommendation at least **FOUR WEEKS PRIOR TO THE DATE IT IS DUE**.

PERSONAL INFORMATION

Student's Full Legal Name _____

Date of Birth _____ Phone Number (____) _____

Address _____

Father's Name _____ Occupation _____

Mother's Name _____ Occupation _____

Do you live with both parents? _____

How many siblings do you have? _____ At home _____ Attending College now _____

How does your family background relate to your educational goals? _____

Explain any financial need _____

Cumulative (overall weighted) GPA: _____

Test Scores: SAT Verbal _____ SAT Math _____ SAT Writing _____ ACT _____

SAT Subject Test(s) _____

Name of person/organization to which this recommendation should be addressed? _____

Purpose of Recommendation _____

Which colleges have you chosen or are considering? Why? _____

What would you want to be sure that a college admissions office knows about you? _____

What college majors are you considering? _____

List the vocations or careers are you considering? Why? _____

Why did you take the high school courses that you took? _____

What were your best subjects? _____

Worst Subjects?? _____

If you received low grades, why? _____

Name a class that has had special meaning to you or that you have enjoyed in your high school years and explain why. _____

List 3-5 adjectives that best describe you and set you apart from your peers:

Personally: _____

Academically: _____

List your extracurricular **SCHOOL ACTIVITIES** (i.e. sports, clubs), awards, and honors. Be specific.
(Examples: Varsity Baseball, 3rd base, MVP or Drama production, lead in play)

*You may attach a resume that describes your activities.

9th Grade _____

10th Grade _____

11th Grade _____

12th Grade _____

List your extracurricular **OUTSIDE OF SCHOOL ACTIVITIES**, awards, and honors. Be specific.
(Examples: Job, church, hobbies, volunteer work, lessons).

9th Grade _____

10th Grade _____

11th Grade _____

12th Grade _____

List any special skills or talents that you have _____

Describe any single accomplishment of which you are most proud and why you take special pride in it. _____

List any significant travel experiences you have had. _____

What did you do over the last two summers? (i.e. programs, camps, activities, employment, community service)? _____

Is there anything special or unusual about your family...cultural background, brothers, sisters, experiences together? _____

Please give a personal quote that has meaning to you (your philosophy of life, your ideals, your goals, etc). _____

***You may continue your answers on another sheet of paper if necessary, and attach to this form.**