



# WOLF PACK

## LETTER OF RECOMMENDATION REQUEST

### RECOMMENDATION INFORMATION SHEET

STUDENT NAME: \_\_\_\_\_

REQUESTING LETTER FROM: \_\_\_\_\_

REQUEST DATE: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_

ADDRESS LETTER TO: \_\_\_\_\_

(include complete address when appropriate)

COMPLETED LETTER TO: \_\_\_\_\_  
(Mail/Student)

PURPOSE OF LETTER: \_\_\_\_\_  
(portfolio, scholarship, leadership, admissions, etc.)

ADDITIONAL DOCUMENTS:

Resume    Letter of Introduction **OR**  Personal Data Sheet (see below)

### PERSONAL DATA SHEET

(Replaces Letter of Introduction)

Relationship to Writer: \_\_\_\_\_

Future Goals (Career Pathway): \_\_\_\_\_

Post-Secondary Plans: \_\_\_\_\_

Special Interests, Hobbies, Talents: \_\_\_\_\_

School Clubs, Service Organizations: \_\_\_\_\_

Non-School Activities: \_\_\_\_\_

Awards/Honors: \_\_\_\_\_

Other: \_\_\_\_\_ GPA: \_\_\_\_\_