

Letter of Recommendation

Personal Data Form

It is IMPORTANT that this form be filled out accurately and completely to aid your teacher/counselor in preparing the recommendation for your use in applications for college or employment.

Student Name: _____

Describe your college/career plans:

List advanced courses which you have completed or in which you are currently enrolled:
(i.e. AP courses, Math, Physics, etc.).

List clubs, activities, sports, and/or student government participation:
(Indicate grade level and offices held)

List any awards and/or honors you have received:

Describe community service or church activities in which you have participated:

Describe work or volunteer experiences you have had:

Describe your hobbies and/or travel experiences if relevant:

If there is something special or unique about you which you would like to have mentioned in the letter; please explain.

Discuss your personal and professional goals:

Intended use of letter:

College (Name) _____

Scholarship (Name) _____

Senior Portfolio _____

Job _____