

STUDENT FACT SHEET FOR LETTERS OF RECOMMENDATION

Students: If requesting a letter of recommendation, give the recommender at least a two-week notice along with a copy of your transcript.

Name: _____

Career Goal/College Major: _____

SAT/ACT Score and Date Taken: _____

G.P.A. _____

Honors/Awards: _____

Advanced classes you have completed or in which you are currently enrolled

First Generation College Student: Yes or No

Name of Siblings and Grade Level in School: _____

List Club Involvement: _____

List Athletic Involvement: _____

List Any Other Extra Curricular Involvement (Church, Community service,

Are you employed? If so how many hours per week?

Personal Qualities (Describe yourself to someone who does not know you):

Special Interests and Hobbies:

Special Circumstances (**Explain any hardships cases, i.e., medical, low-income, etc.**)

Anything else that will help to make this letter as specific and as convincing as possible in describing you and your accomplishments:

Letter is for _____ and is due _____
Letter is for _____ and is due _____
Letter is for _____ and is due _____