



REVERE HIGH SCHOOL • PERSONAL DATA SHEET

PRINTED NAME: _____

I am requesting that a letter of recommendation be written on my behalf. I am providing the following ACCURATE AND TRUE information which might be helpful.

Signature _____ Date _____

Please read the following statements carefully and initial them once you understand them. See your counselor with any questions.

_____ I understand that after my teacher agrees to write a letter for me and after I provide this form to him or her, I need to request teacher recommendations via Naviance (see your counselor for help with this if needed).

_____ I know that when I select specific schools for my teacher in Naviance, my teacher's letter will only go to those schools, and if I add more schools, I will need to enter a new request in Naviance for that teacher's letter.

_____ I understand that some schools only allow a certain number of letters of recommendation and that I will use Naviance to manage which letters go to each school.

_____ I also understand that some schools, but not all, require a counselor letter of recommendation. I know that I must be aware of which applications require this and I will contact my counselor directly to request that letter and provide this form at least 10 days before the application is due.

*Add additional page(s)/resume if needed

A. What adjectives would you choose to describe yourself? Give a short, specific example for each.

1. _____
2. _____
3. _____
4. _____

B. School Activities

SCHOOL SPONSORED Sport / Activity and description of leadership.	7-8th	9th	10th	11th	12th

C. Non-School Activities, including job experience.

Activity and description of leadership.	7-8th	9th	10th	11th	12th

D. Volunteer Experience - In each grade, mark your approximate hours of volunteering.

Organization and description of activity.	9th	10th	11th	12th

E. Describe any other special interests or abilities you have:

F. What course of study are you planning to pursue? Future goals? Career interests?

G. What do you value? What is important to you and why?

1. _____
2. _____
3. _____
4. _____

H. Do you have any other information that you would like to share that may be important to know for the recommendation?