

Recommendation Request ~ Student Information Sheet

Student Name: _____ **Phone #:** _____

Instructions to the Student: Fill out this form before you start the application process to evaluate your strengths and involvement in school and extracurricular activities. This is also an excellent form to give to individuals when requesting recommendations.

Instructions to Writer of Letter of Recommendation:

College or Scholarship Name: _____

Qualifications/Selection Criteria: _____

DEADLINE: (Postmarked/Received By): _____

Upon completion please: return to student/mail in enclosed envelope/return to counseling office.

**The best letters of recommendation bring a student to life by sharing specific examples or stories, instead of just summarizing the resume. This form is only to spark ideas about the student.*

Academics:

GPA: _____ Class Rank: _____ in a class of _____ Admission Test Scores: _____

Intended College Major(s): _____

Long Range Career Plans: _____

Advanced Coursework (honors, college prep, AP courses):

| <u>Year</u> | <u>Course</u> | <u>Year</u> | <u>Course</u> |
|-------------|---------------|-------------|---------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

List any academic awards or honors and when you received them:

Community Service: List you in-school and out-of-school community service and total hours of service:

| <u>Year</u> | <u>Description of Service</u> | <u>Positions Held and Awards</u> |
|-------------|-------------------------------|----------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Extracurricular: List your in-school and out-of-school activities and years of participation.

| <u>Year</u> | <u>Description of Activity</u> | <u>Positions Held and Awards</u> |
|-------------|--------------------------------|----------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

List any work experience, travel experience or special educational experience you have had and when:

| Year | Description of Experience |
|-------|---------------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

List any Special Interest, Hobbies, or Talents:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

What do you consider your strengths as a person and as a student? _____

Please share any other information that would be helpful in writing a letter, such as obstacles you have overcome, and indicate what information the writer should highlight for this particular letter of recommendation.

Please allow at least two weeks for a recommendation letter and be sure to thank the recommendation writer.