

Personal Data Form

Student Name: _____ Phone Number: _____

Cumulative GPA: _____

What will this letter of recommendation be used for? _____

When does this letter need to be completed? (2 weeks is typically the appropriate amount of time to give your Recommender) _____

Describe your post high school plans (intended college, major, emphasis, etc.):

Describe your future career plans (if you are undecided, write what you think you might want to do and why):

List advanced courses you have completed or are currently enrolled (i.e. AP courses, Honors, Running Start, etc.). If you do not have honors/AP courses, please describe how you challenged yourself with courses/school.

List any high school awards and/or honors you have received (in or out of school):

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List clubs, activities, sports, student government participation (please indicate grade level/offices held):

Describe community service, volunteer work, church activities, or jobs in which you have participated:

Describe something unique about yourself to help us individualize your letter:

What challenges have you met/or of what single accomplishment are you most proud?

What would those who know you well say are your top qualities?

Please have your parent/guardian write at least a paragraph on your strongest attributes. Include examples that demonstrate these qualities (use the back of the paper if you run out of room).
