Johnson High School
Letter of Recommendation/Scholarship Worksheet

Name _____ CIF:_____ Date Needed:_____

Purpose of Letter: ____College Application
____Scholarship
____Employment
____Other:_____

Letter should be addressed to:_____
_____
_____

Be as detailed as possible and attach a resume (use a different sheet if needed).

1. Awards, honors, special recognitions and years received or nominated:

2. School activities:

3. Community activities or service/employment (include years and duties)

4. Special interests, hobbies, talents:

5. Why do you feel you qualify for this college, job, or scholarship?

6. Describe any unusual circumstances that may have affected your life:

7. Future goals and why:

8. Five words that describe you best: