

STUDENT INFORMATION SHEET FOR LETTER OF RECOMMENDATION

Student Name: _____ Phone: _____

Instruction to the Student: Fill out this form before you start the college and/or scholarship application process to evaluate your strengths and involvement. 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: _____

Academics:

GPA: _____ ACT/SAT Score: _____ / _____

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 it:

_____	_____
_____	_____
_____	_____

Community Service: List 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 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>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

About You:

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

<u>Year</u>	<u>Description of Experience</u>

List any Special Interests, Hobbies, or Talents:

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

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