

STUDENT INFORMATION SHEET FOR RECOMMENDATIONS

Students: The purpose of this form is to obtain information for use in creating a letter of recommendation. The letter of recommendation you requested will be written after receipt of this form.

Student Name _____ **Year of Graduation** _____

Home or Cell phone # _____ **Email** _____

Letter of recommendation purpose (name of scholarship, college, etc.):

List school and community activities and any work experience in which you have been involved OR attach a separate sheet. Activities (clubs, committees, music, drama, dance, art, sports, work, volunteerism, community service):

Activity (see examples above)	9	10	11	12	Work Experience /Office/ Leadership position held. Sports – did you letter?	Hours per week

Circle four or five qualities that best describe you: (Think about how someone who knows you might describe you):

Creative	Scientific	Tolerant	Disciplined	Conscientious
Concerned	Confident	Curious	Independent	Motivated
Self-starting	Competitive	Persistent	Assertive	Industrious
Respectful	Intellectual	Enthusiastic	Resourceful	Responsible
Flexible	Friendly	Other: _____		

For one or two of the items circled, cite an example or briefly describe a specific incident to support the self-assessment.

Rate yourself using the scale 1-6:

(1 = Below Average and 6 = Outstanding)

	1	2	3	4	5	6
Academic Achievement						
Extracurricular Accomplishments						
Personal Qualities and Character						
Overall						

1. List any special accomplishments, honors and awards (i.e. Eagle Scout, Gold Award)

2. From the activity list above, choose one activity that was the most meaningful to you and explain why.

3. List your academic strengths:

4. List your academic weaknesses:

5. Name your present career interest and activities have you encountered to support it.

6. Have you overcome a setback or disappointment? What insight did you gain from the experience?

7. Will you be a first-generation college student (first in family to go to college)? Yes or No