

Personal Data Form For Letters of Recommendation

Student Name: _____

Student ID#: _____

Reason for Recommendation letter:

_____ Scholarship Applications

_____ College Applications

_____ Job Reference

_____ Other: _____

Student GPA: _____

Student ACT and/or SAT score: _____

TEACHERS:

Recommendation letters should not be a laundry list of the student's activities. Please consider using examples of:

- Leadership experience
- Motivation-initiative
- Problem solving abilities/ analytical skills
- Communication skills
- Teamwork- collaboration – Interpersonal skills
- Personal examples from your class that explain student motivations or academic talents

STUDENTS:

Copy this form and give to the individuals you are requesting the recommendation from.

Please make sure you need a letter of recommendation before you have someone write one.

You **MAY** need a letter if:

- You are applying to a private school (Common Apps require it)
- You do not meet admission requirements
- You have a low ACT or SAT score
- You have a low GPA (grade point average)

List the colleges you are applying for **in order** of preference.

| Rank | Name of School | Address |
|------|----------------|---------|
| | | |
| | | |
| | | |
| | | |

Please check the Areas of interest you intend to pursue in your post secondary experience.

For more information - www.wicareerpathways.org

| | | | |
|--|---------------------------------------|--|--|
| | Arts, A/V, Tech & Communication | | Marketing |
| | Agriculture, Food & Natural Resources | | Finance |
| | Health Science | | Business, Management & admin |
| | Human Services | | Law, Safety, Public Admin |
| | Education & Training | | Architecture & Construction |
| | Hospitality & Tourism | | Transportation, Distribution & Logistics |
| | Information Technology | | STEM |

Leadership Experiences

List and describe any leadership experiences you have had in high school or in the community.
(For example, organizing a club event or tutoring/ mentoring experiences.)

Academic- best practice

List and describe any academic/class projects units or presentations that held significant meaning and were an example of your best academic work.

Most meaningful experience

Describe the most meaningful experience that you have had in the community, with your family or in high school

List three teachers or administrators that will provide you a **favorable** letter.

1. _____
2. _____
3. _____

Complete the following OR submit your resume.

List your school activities. (Clubs, sports, student government participation and indicate grade levels and offices held).

List any awards and/or honors you have received:

Describe community service or church activities in which you have participated:

Do you currently, or have you had a job? What have you learned from this experience?

Parent Section

In what areas has your child shown the most development and growth during High School?
Provide examples.

What do you consider his/her strongest personality traits to be?

Are there any unusual or personal circumstances which have compromised or enhanced your child's educational experience?

| Please evaluate the following: | Below Average | Average | Good | Excellent |
|---------------------------------------|--------------------------|----------------|-------------|------------------|
| Ability to Organize and Use Time | | | | |
| Self-Confidence | | | | |
| Desire to learn new things | | | | |
| Willingness to take risks | | | | |
| Ability to get along with others | | | | |
| Willingness to work hard | | | | |
| Creativity | | | | |
| Sense of Humor | | | | |
| Communication skills | | | | |
| Concern for others | | | | |
| Maturity | | | | |
| Reaction to Setbacks | | | | |
| Self-Discipline | | | | |
| Leadership | | | | |
| Motivation | | | | |
| Personal Initiative | | | | |

