

**PERSONAL PROFILE for**

Name \_\_\_\_\_

Thank you for writing a letter for me. I'd appreciate the letter being typed on letterhead stationery.

**REMINDER: ALLOW A MINIMUM OF 2-3 SCHOOL WEEKS FOR LETTERS**

Complete the statements below to help your counselor or teacher write your letter of recommendation.

The three qualities I like best about myself are:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

The qualities I think an employer would value most about me are:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Ways in which I have made an impact either in school or the community are:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

The three qualities I think my teachers respect most about me are:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Some leadership experiences I have had are:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Some things about me that help me get along with people are:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

List your accomplishments that you are most proud of and explain why.

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