

# LETTERS OF RECOMMENDATION

## Personal Data Form

Please use this form to request a letter of recommendation from a teacher or other staff member. Always allow *at least* two weeks for the letter to be written.  
**Remember to send a hand written thank you note to express your appreciation!**

Student Name: \_\_\_\_\_

Student's Email Address \_\_\_\_\_

Reason for recommendation letter:  Scholarship application  
 College application  
 Job reference  
 Other

Letter to be addressed to:  To Whom It May Concern

- OR -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student GPA: \_\_\_\_\_ SAT/ACT scores: \_\_\_\_\_ Class Rank: \_\_\_\_\_

Describe your college or career plans.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any awards and/or honors you have received.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your community service activities and/or work experience.

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Describe any personal goals you may have set for yourself.

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Describe any unique experiences you have had – such as family hardships, personal trauma, a leadership position, travel opportunity, internship, etc.

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Describe any personal strengths that might not be reflected in your academic achievements.

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If there is something special or unique about you that you would like to have mentioned in the letter, please explain.

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List five words that describe you – ask your parents if you need help (these words may be used in your letter, so try to avoid simplistic words such as ‘funny’ or ‘nice’)

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_