



Letter of Recommendation



Personal Data Form

Please fill out this form as thoroughly as possible in order to aid your teacher/counselor in creating an impressive letter of recommendation for scholarship, college and job applications. Please allow **at least two weeks** for a letter of recommendation to be completed. Thank you.

Student's Name: _____ **Today's Date:** _____

1. What are your college and career plans? (What will you like to major in at college and what is your career of choice?)

2. List challenging/advanced courses which you have completed or in which you are currently enrolled (i.e. Honors, Dual Enrollment, JTED, etc.)

3. What extracurricular activities have you participated in? Have you held a leadership role? How has this participation helped you grow as a person?

4. What activity outside of school is the most rewarding for you?

5. Describe any work/community service/volunteer experience you have found beneficial or that has impacted your view of life.

6. What accomplishments/awards/honors are you most proud of?

7. List three adjectives that describe you best and provide an example to illustrate each adjective.

8. What person has had the greatest impact on your life thus far?

9. Have you had to overcome adversity in your life? If so, how has it changed you?

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