LETTERS OF RECOMMENDATION Personal Data Form

Please use this form to request a letter of recommendation from your counselor, teacher or other staff member. Include a current resume with this completed form. Allow at least three-weeks for the letter to be written.

Remember to send a hand written thank you note to express your appreciation.

Student Name:		· · · · · · · · · · · · · · · · · · ·		
Reason for recommendation letter:		Scholarship application College application	<u> </u>	Job reference Other
Letter to be addressed to: To	Who	m It May Concern		
- OR -				
Describe your college or career plans	3 .			
Describe any personal goals you may	y have	e set for yourself.		
Describe any unique experiences you position, travel opportunity, internship		•	ips, pers	sonal trauma, a leadership
Describe any personal strengths that			lemic ac	hievements.
If there is something special or unique explain.	e abo	ut you that you would like to h	nave me	ntioned in the letter, please
List three adjectives and/or a phrase		lescribe you – these words ma	ay be us	sed in your letter, so try to avoid
simplistic words such as "funny" or "n 1			3.	
Phrase:				