

WHS Letter of Recommendation Worksheet - Background Information

(Universities, Colleges and Scholarships)

Student Name: _____ Today's Date: _____

GPA: _____ Class Rank: _____ Deadline Date: _____

This sheet will enable your teacher/counselor/administrator to write a better letter of recommendation. Try to answer every question. Keep your answers as brief as possible. Use specific examples to enable the teacher/counselor/administrator to write a good letter of recommendation.

1. Please explain if you want a general Letter of Recommendation or if you want one for a specific purpose.

Purpose of letter: _____

Addressed to: Name: _____

Address: _____

2. What are your career plans and goals: _____

3. Indicate your academic achievements. What would offer evidence of your motivation, creativity and ability to be self-directed in your learning: _____

4. Please list/describe school related activities, offices held, sports, clubs etc: _____

5. List any type of volunteer/community service work you have accomplished in or out of school: _____

6. List/describe your other interests, hobbies (anything you do outside of school): _____

7. Indicate your distinguishing personal traits: _____

8. Describe your "character", aims and values: _____

9. Describe an incident in the classroom which typifies your learning style or your class: _____

10. What jobs have you had: _____

11. What are your educational plans (university, college, vocational school): _____

12. Please list the universities, colleges, or vocational schools to which you are applying: _____

13. Have you had any handicaps, hardships or special problems that you have had to overcome? If so, what are they and what have you done to overcome these: _____

14. Anything else you would like to add? (Again any examples that can make a Letter of Recommendation worthwhile): _____

***** Information will be held as confidential**

***** It will be the decision of the teacher/counselor/administrator on what information from this form will be used for the letter or recommendation**

***** Please give your teacher/counselor/administrator sufficient amount of time (2 weeks at least) to write his/her letter.**