

**LETTER OF RECOMMENDATION
PERSONAL DATA FORM**

It is important that this form be filled out accurately and completely to aid your teacher, employer,
community member, etc., in preparing their Letter of Recommendation.

**Complete this form as soon as possible and give it to whomever you have asked to complete a
Letter of Recommendation. Allow at least 1 week for letter to be written.**

STUDENT NAME _____

Describe your college/career plans.

**List advanced courses which you have completed or in which you are currently enrolled (i.e.
AP courses, math, physics, etc.)**

_____	_____	_____
_____	_____	_____

**List clubs, activities, sports, and/or student government participation (Indicate grade levels and
offices held).**

_____	_____	_____
_____	_____	_____
_____	_____	_____

List any awards and/or honors you have received.

_____	_____	_____
_____	_____	_____

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PLA (S 1)

Describe work or volunteer experiences you have had.

**Cite any experiences you have had that demonstrate:
Innovation and creativity**

Leadership

Motivation and interest

Unique competencies or expertise
