

# LETTERS OF RECOMMENDATION

## Personal Data Form

Please use this form to request that a teacher or other staff member write a letter of recommendation for you. Always allow at least two weeks for the letter to be written.

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

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 any extra-curricular activities in which you have participated.

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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 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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