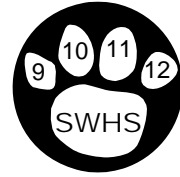


Letters of Recommendation

Personal Data Form



It is important that this form be filled out accurately and completely to help your counselor, teacher or employer in preparing the recommendation for your use in college or employment applications. The more specific you are, the more you will help the writer prepare a better letter of recommendation for you. If you would prefer typing your own form with this information, that's great too!

Student Name: _____

Purpose of Recommendation: Job College Admission
 Scholarship Application (which one?) _____
 Other _____

Date Letter Needed: _____ Will pick up Please mail (student should provide stamped, addressed envelope)

Describe your educational or training plans beyond high school:

Discuss your career and personal goals:

What program (or pathway) did you focus on in high school? (Examples: college prep; business/marketing; communications; construction; human services; engineering; automotive; health; science/natural resources; agriculture; art) _____

What is your grade point average and class rank?

List any advanced or specialized courses that you have completed or that you are currently enrolled in (for example: AP courses, Running Start, Tech Prep, College-in-the High School, math, science, foreign languages, certificate programs):

List clubs, activities, sports, and/or student government participation (What/when did you do it? What did you accomplish as a result of being in each activity? What did you gain from the experience(s)?)

List any awards and/or honors you have received:

Describe community service or church activities in which you have participated (What did you do? Where/when did you do it? What did you gain from the experience?):

Describe work or volunteer work experiences you have had (When/where did you do it? What did you do?):

If there is something special or unique about you that you would like to have mentioned in the letter, please explain:
