

LETTER OF RECOMMENDATION - - STUDENT WORKSHEET

Fill out this worksheet completely and provide it to the person from whom you have requested the letter. It will help them greatly in writing a positive letter.

Your Full Name: _____

Your Full Address: _____

Telephone #: _____

Complete name & address of individual to whom this letter should be addressed:

_____	_____
_____	_____
_____	_____
_____	_____

OR CHECK HERE FOR GENERIC FORM : To Whom It May Concern _____

Date this letter of recommendation is needed: _____

1. Please list your current class schedule by hour (and semester if it's different)

1A: _____	1B: _____
2A: _____	2B: _____
3A: _____	3B: _____
4A: _____	4B: _____
5AB: _____	_____

2. Current GPA: _____ Class Rank: _____

3. What has been your major area of academic emphasis throughout high school?
(College Prep: What Career Pathway & career if you know) OR (Vocational /
Technical: What Career Pathway & career if you know) Please explain what
experiences have helped you make these career decisions:

4. What are your personal goals and aspirations: _____

5. What 3 words best describe you: (1) _____

(2) _____ (3) _____

6. Any special talents or skills that you possess: _____

7. What are your post high school (career/college) plans: _____

8. School-related activities & leadership roles: _____

9. School-related honors: _____

10. Extra-curricular activities & leadership roles: _____

11. Extra-curricular honors: _____

12. Community service activities in which you have been involved:

13. Church and/or family activities/involvement that is important to you: _____

14. Tell me anything else that I should know about you when I write this letter: _____

