

Letters of Recommendation Personal Data Form

It is important that this form be filled out accurately and completely to aid your teacher/counselor in preparing the recommendation for your use in applications for college or employment. **Please answer the questions on a separate piece of paper and submit electronically if possible.**

Student Name: _____ Cum. GPA _____

Email address: _____

Please:

- Consider what you would like to have mentioned in this recommendation letter. What traits have you shown this teacher/counselor? What particular situations/moments/events have demonstrated this? What have you done which has set you apart from other students which this teacher might be able to comment on?
- How might you use this recommendation to strategically show a different side of yourself from another recommendation letter?
- Describe your college/career plans: (when possible refer to your interest in specific colleges/businesses/technology schools).
- Describe your travel or background with cultural experiences.
- List advanced courses which you have completed or in which you are currently enrolled(i.e., AP courses, advanced 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.
- Describe community service or faith-based organizations in which you have participated.
- Describe work or volunteer experiences you have had.
- Is there anything that you feel we need to know that has not yet been addressed?