



LETTERS OF RECOMMENDATION PERSONAL DATA FORM

It is IMPORTANT that this form be formed out accurately and completely to aid the person preparing the recommendation for your use in applications for college, scholarships, or employment.

Please ask your recommender at least one to two weeks in advance.

Student Name: _____ Student I.D. #: _____

List four teachers /staff members or people who you know well.

1. _____
2. _____
3. _____
4. _____

List advanced courses which you have completed, or in which you are currently enrolled. (i.e., advanced/honors/AP courses or community college courses, etc.)

List school activities, such as clubs, sports, school service, and/or student government participation (indicate grade levels and offices held.)

List any awards or honors your have received.

Describe community services you have participated in.

Describe any work or volunteer experiences you participated in.

List any unique or interesting talents and hobbies.

Describe your college/career plans.

Describe your personal and professional goals, such as college majors.

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