

Letter of Recommendation Information Sheet

Please complete the following and present it to your recommender a minimum of two weeks before the deadline.

Name: _____

Deadline: _____

Purpose of the Letter:

____ Admission to College (list name of college): _____

____ Scholarship (list name of scholarship): _____

____ Other (please explain): _____

Your GPA: _____

Your Class Rank: _____

List activities (both in and out of school) and the number of years you have participated. Use separate sheet if needed:

List awards, honors, or leadership positions:

List volunteer service experiences and time spent volunteering:

List jobs you have held and length of time at each job:

List post high school plans (degree desired, career plans, etc.):

List 2-3 teachers recommender can speak to regarding your class participation:

Are there any unique or special situations or points that should be included in the letter (i.e. financial situations, family life, health circumstances)?