

Letter of Recommendation – Personal Data Form

It is IMPORTANT that this form be filled out accurately and completely to aid your teacher, counselor, administrator, or community member in preparing the recommendation for your use in college and scholarship applications and employment. Please fill out both sides and include a copy of your transcript. Copy the form for each individual you are requesting a recommendation from and allow two weeks for processing.

Student

Name: _____ Date: _____

Date needed: _____ Email: _____

Describe your college/career plans.

List advanced/technical or specialized courses you have completed or are currently enrolled in. (i.e. AP courses, Honors, CTE classes, Sno-Isle Skill Center, Running Start, etc.)

List clubs, activities, sports, and/or student leadership participation. Indicate grade levels and offices held.

List any awards and/or honors you have received in high school.

Describe community service, church, scouting activities, etc., you have participated in during high school.

Describe work or volunteer experiences you have had during high school.

Describe your travel experiences.

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

Discuss your personal and professional goals.
