

PERSONAL INFORMATION SHEET

In order to write a letter of recommendation that truly reflects who you are and how you'll thrive in your chosen college community, I need your help.

Answer the following questions thoughtfully and completely. The more information you provide, the better recommendation I can prepare. If you don't tell me much, I can't tell the college much. You are required to print off your response and submit this information to me 4 weeks before your letter is due. You'll find this information useful throughout the college application process. SAVE a copy for yourself.

Name _____ Date of Birth _____
Address _____ City _____ Zip _____
Cell Phone _____ Email address _____

I authorize Valley Catholic School to send my transcript, test scores, and social security number as needed for my college and scholarship applications.

Student's Signature	Parent's Signature	
Names of Colleges Needing a letter	Email Address/ or address of College receiving this letter if not on Common Application	Date Due
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____

List all tests that you plan to take and the testing dates: (ACT, SAT, Subject, AP)

Name of parents with whom you live

Father's Occupation _____ Employer _____
Mother's Occupation _____ Employer _____
Did either of your parents graduate from college? _____ If so list the college.

What academic areas would you like to explore as a college student?

List the names of the colleges to which you plan to apply

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____

Write the name of two teachers you feel most connected to at Valley

1 _____	2 _____
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Please list your entire Senior Year schedule.

Fall Semester:

Spring Semester

Describe any special talents you have and tell how you have used them in school or in outside activities.

Is there anything on your academic transcript that needs to be explained? For example: Low grades, a light schedule, an unusual GPA for one semester.

Describe any special information about your family situation or yourself that you feel should be included in a recommendation. For example: parents divorce, illness, or unusual positive strengths or talents. (Please use extra sheets)

Describe any unusual financial circumstances that you want a college to hear.

Discuss in DETAIL one activity you participated in that has been the most meaningful and WHY. Specifically explain what you did or accomplished and why it was meaningful to you. (Please use additional sheets as needed)

Please list your PAID work experiences, and discuss the positions in detail. What were your major duties? What did you learn about yourself? How many hours per week did you work?

Describe any volunteer work you've performed in your community. Provide examples of specific projects and what you've learned.

Describe in DETAIL one or two contributions you have made to the Valley Catholic community and how these contributions have made an impact.

Describe your most positive personality or behavioral characteristic.

Explain in detail one personal quality you want to improve, why you want to improve it and how you plan to improve that quality.

What limitations or hurdles have you encountered and how have you overcome these challenges. Tell me the story.

If one of your best friends were to describe you to me in three SENTENCES, what would he/she say? Write the sentences below. Include personal, family, and specific characteristics. I already know you're a good, loyal friend. Remember, I want to write a letter that makes you stand out. What motivates you to do a good job?

What will you contribute to your college community that is truly unique?

Explain the goals you have set for yourself and how you plan to meet them.

Choose FOUR adjectives that best describe WHO you are.

1 _____ 2 _____ 3 _____ 4 _____

Tell me about YOUR passion. What do you love to do and why? If your passion can be explained in only one word, it's not a passion. It's only a passion if you can explain why you love it as much as you do.

Tell me something about your time at Valley that is interesting, funny, enlightening, or meaningful.