

# **STUDENT INFORMATION FORM FOR LETTERS OF RECOMMENDATION**

**Student Name:**

**Recommender:**

**Purpose of this Letter** (Please select one option from below):

\_\_\_\_\_ College Application/Admission

\_\_\_\_\_ Scholarship/Award

\_\_\_\_\_ Other: \_\_\_\_\_

**Due Date:**

**Please list your future plans and goals.**

**Please list any organizations, clubs, teams, or activities with which you have been or are currently involved as well as any leadership roles you have held within these groups. These activities should be the ones most pertinent to the purpose of the letter. Please do not cut and paste your resume.**

**Please list or describe any involvement within the community included and not limited to community service, civic, or other related activities or opportunities.**

**Please list any accomplishments, honors, or awards you have won/received.**

**What are you most proud of and why?**

**What is most important to you? This may include any values or beliefs.**

**Please explain why you have asked this teacher/recommender to compose a letter of recommendation for you. What qualities or examples might they be able to describe about you?**

**Who does the letter need to be mailed to and for what purpose?**

Ex. School Name, Reason

Ex. Scholarship Name, Reason

