

# Letter of Recommendation Personal Data Form

It is IMPORTANT that this form be filled out accurately, neatly and completely to assist your counselor, teacher, or others in preparing the recommendation for your use in applications for college, employment, etc.

Student Name: \_\_\_\_\_

Date that the recommendation is needed: \_\_\_\_\_

Purpose of Recommendation? (circle and complete all that apply)

Trade School/College/University Application

Scholarship Application

Job. What position are you applying for? \_\_\_\_\_

Award/Recognition application

Other. Please state the purpose \_\_\_\_\_

List four teachers or staff members who know you well

1.

3.

2.

4.

Describe your college/career plans.

List advanced courses which you have completed, or in which are you currently enrolled.  
(i.e. AP Courses, Concurrent Enrollment Courses, Honors Courses, Math, Physics, etc.)

List clubs, activities, sports, student government or other extracurricular participation.  
(Please include grade level of participate and offices held, if any)

List any awards and/or honors you have received.

Describe community service, church service, or other activities you have participated in that are not part of the school.

Describe work or volunteer experience you have had.

Describe travel experience you have had.

Is there something special or unique about you which you would like to have mentioned in your recommendation? Please explain

Describe your personal and professional goals.