

RECOMMENDATION FORM

Name: _____
(Last) (First) (Middle)

Date of Birth: _____

Email address: _____

Please indicate the person who you will be asking to write a letter of recommendation for you and his/her title. **Please note that you should allow up to 2 weeks from the time you present the completed form until the letter is mailed to the respective school, scholarship, etc.**

NAME	TITLE

ACADEMIC

GPA: _____

1. Do you feel that your transcript accurately reflects your academic ability? If no, explain what factors/circumstances have interfered with your academic performance.
2. What do you think are your academic strengths?
3. List three academic faculty members who could give you a positive appraisal.

PERSONAL

1. Who are your personal heroes, men and women you admire, and why?
2. What special interests or hobbies do you pursue outside of school?
3. What personal experience, summer experience, school/work experience, or travel has been of significant importance to you and why?
4. Any additional information to emphasize?

EXTRA-CURRICULAR (school activities, religious organizations, summer programs, etc.)

ACTIVITY	ORGANIZATION	YEARS INVOLVED (e.g. 9,10,11,12)	DESCRIPTION OF ROLE WITHIN ORGANIZATION	AWARDS/ RECOGNITION

VOLUNTEER WORK

ACTIVITY	ORGANIZATION	YEARS INVOLVED	DESCRIPTION OF ROLE WITHIN ORGANIZATION	ESTIMATED HOURS

WORK EXPERIENCE

EMPLOYER	POSITION/TITLE	HOURS/WEEK	JOB RESPONSIBILITIES	LENGTH OF EMPLOYMENT

COLLEGE AND CAREER GOALS

1. Please list all colleges and/or technical schools to which you are applying and your intended area of study ("undecided" is okay).
2. What careers are you considering?

SELF-ASSESSMENT

Please choose five descriptive words from the list below and provide an example of how each word applies to you.

DESCRIPTIVE WORD	EXAMPLE

Accountable	Disciplined	Logical	Responsible
Active	Effective	Loyal	Responsive
Adaptable	Efficient	Mature	Self-directed
Aggressive	Empathetic	Methodical	Self-reliant
Ambitious	Energetic	Motivated	Serious
Analytical	Enterprising	Objective	Sincere
Articulate	Enthusiastic	Observant	Skilled
Assertive	Experienced	Open-minded	Spontaneous
Attentive	Expressive	Optimistic	Strong
Broad-minded	Extraverted	Organized	Sympathetic
Capable	Goal-orientated	Outgoing	Systematic
Charismatic	Helpful	Patient	Tactful
Clever	Honest	Perceptive	Talented
Collaborative	Humorous	Persevering	Team member
Committed	Imaginative	Personable	Tenacious
Communicative	Implementer	Persuasive	Understanding
Competent	Improviser	Poised	Versatile
Confident	Independent	Positive	Warm
Conscientious	Innovative	Practical	Well-read
Consistent	Instinctive	Precise	Well-rounded
Cooperative	Intelligent	Problem-solver	
Creative	Intuitive	Productive	
Critical	Knowledgeable	Professional	
Curious	Leader	Proficient	
Decisive		Realistic	
Dependable		Reflective	
Determined		Reliable	
		Resourceful	
		Respected	

NOTE: If you are asking for a teacher recommendation, please answer the following questions.

1. Course(s) and years taken (e.g. 9, 10, 11, 12) with the teacher:
2. Describe your favorite or memorable assignments or projects that you completed in the class. What about it did you enjoy the most?
3. Is there anything you would like the teacher to highlight in his/her letter related to this particular subject or to your involvement in his/her class?