



Letter of Recommendation Cover Letter

Name: _____ Date: _____

College/Scholarships Name:

Post-Secondary Goals:

Academic History (Include advanced level courses/coursework of interest):

GPA _____

Involvement in School Activities (clubs, music, athletics, etc.):

Involvement in Out Of School Activities (music, scouts, religious groups, etc.)

Volunteer Work/Community Service:

Leadership Roles & Awards:

Employment History:

See Other Side....

Hobbies/Interests:

Unique factors or any other information you think would be helpful to include in your letter:

Tips!

Ask Early! Give your recommender at least two weeks to write a letter on your behalf..

This tool serves as a brag sheet and showcases YOU! Fill it out completely.

Good Luck!

See Other Side....