Student Information Sheet/Recommendation Form

Date Submitted: Date Needed: Recommender:

Name: _____ Date of Birth: _____
(Last) (First) (Middle) (MM/DD/Year)

Professional Email Address: _____(not MCUSD)

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

Name	**Title**

Applications

Please list the schools, programs, or scholarships where you plan to submit an application.

What is your declared major at this time: _____ (undecided is ok)
Why are you passionate about this major/career choice?

Academic Background

Weighted GPA: _____ Unweighted GPA: _____ Percentile Rank: _____

- In your opinion, does your transcript accurately reflect your academic ability? If not, explain what factors/circumstances have interfered with your academic performance. What have you learned from the factor/circumstance?

- What do you think are your academic strengths?

- List three academic faculty members who could give you a positive appraisal. What did you learn about yourself in their class?
    - _____ - _____
    _____
    - _____ - _____
    _____
    - _____ - _____
    _____

Personal Attributes

- Who are your personal heros, men and women you admire, and why?

- What special interests or hobbies do you pursue outside of school? What have these experiences taught you about life?

- What personal experience, summer experience, school/work experience, or travel has been of significant importance to you and why?

- Any additional information to emphasize? Any accomplishments or awards to highlight?

Self-Assessment

Please choose five descriptive words from the list on page 3 and provide an example of how each word applies to you.

Descriptive Word	**Example**

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

Please rate yourself in the following areas and explain why you choose the rating:

Quality	Below Average	Average	Good	Excellent	Exceptional	Does not Apply	Explain/Example/Comment:
Academic Motivation							
Academic Achievement							
Extracurricular Involvement							
Leadership Ability							
Independence & initiative							
Character/ Integrity							
Creative/ Origi-nal Thought							
Self-Confidence							
Potential for Academic Growth							
Reaction to Failure, Disappointment, Criticism							

Extra-Curricular (school activities, religious organizations, summer programs, etc.)

Activity	Organization	Years (9, 10, 11, 12)	Description of Your Role	Awards/Recognition

Volunteer Work

Activity	Organization	Years (9, 10, 11, 12)	Description of Your Role	Estimated Hours

Work Experience

Employer	Position/Title	Years (9, 10, 11, 12)	Job Responsibilities	Length of Employment

Teacher Recommendation:

Please answer the following questions if you are asking a teacher for a recommendation.

- Which courses (and which years) did you take with this teacher?
- Describe your favorite or memorable assignments or projects that you completed in the class. What did you learn or enjoy the most?
- What would you like the teacher to highlight in their letter related to this particular subject or your involvement in the class?