

Letter of Recommendation Information Sheet

Please make a copy of this document if you would like to fill it out electronically!

The purpose of this information sheet is to provide your recommender with information regarding your personal, social, emotional, and academic growth. Please include as much as you can and be thorough, honest, and candid in your self-evaluation. Strong and complete answers will help your evaluators write a compelling letter of recommendation.

***Note: you should submit this to your counselor/recommender 1-2 weeks prior to your application deadline, so they have enough time to write your letter!*

Please try to consider and include some of the following:

- What do I add/contribute to the class or program?
- Quality of my academics? Intellectual curiosity?
- Your impressions of my academic potential? Personal qualities?
- Specific examples? More than a hard worker?

Name:

Did your mom graduate from a 4 year college?

Did your dad graduate from a 4 year college?

Letter is for (college, scholarship, etc):

My college and career goals:

Clubs and/or sports and/or activities I have participated in:

Community service, Volunteer or church activities:

Any honors or awards I have received:

Work experiences I have had:

Hobbies, special interests, or any unique competence/talent/leadership abilities:

5 words to describe me:

2 strengths and 2 weaknesses of mine:

Something that I am proud of or passionate about that many people don't already know about me:

2 teachers who know me well:

Are there any unusual personal/family circumstances or events that may have affected your educational or personal experiences?

Please rate yourself on the following:

Academic Achievements:

- ☐ Below Average
- ☐ Average
- ☐ Good
- ☐ Very good
- ☐ Excellent
- ☐ Outstanding

Extracurricular Accomplishments:

- ☐ Below Average
- ☐ Average
- ☐ Good
- ☐ Very good
- ☐ Excellent
- ☐ Outstanding

Personal Qualities & Character:

- ☐ Below Average
- ☐ Average
- ☐ Good
- ☐ Very good
- ☐ Excellent
- ☐ Outstanding

Overall:

- ☐ Below Average
- ☐ Average
- ☐ Good
- ☐ Very good
- ☐ Excellent
- ☐ Outstanding