

Personal Data Sheet for Requesting a Letter of Recommendation

The following questionnaire is designed to help your counselor or teacher write an effective recommendation letter for you. If you have any essays or self-descriptions already written for applications, please attach a copy along with your resume. These materials can be helpful.

Directions:

- Please answer as openly and honestly as possible. In most cases, the more information provided, the more complete the recommendation will be.
- Give the person writing the letter at least 2 weeks to write the recommendation. **DO NOT** expect a letter to be written with only a few hours notice.

Name _____ Phone _____

E-mail Address _____

Upon completion: (1) return to student, or (2) mail in enclosed envelope. (Circle your choice).

- Purpose of letter (employment, admission, scholarship, etc.)

- Who is the letter going to?
Name & address:

- Deadline (postmarked/received by): _____
- Cumulative GPA _____ Class Rank: _____

List the schools in which you are most interested in order of preference:

1. _____
2. _____
3. _____

Explain why your top choice school is your favorite:

What major(s) are you considering:

What career(s) are you considering:

What school activities have you participated in and what have you learned from them?

What do you consider your most important activities, interests, talents outside of school? Why?

What obstacles have you had to overcome during high school and how did you overcome them?

What awards and honors have you received? AP Classes?

What are your three most distinguishing or most admirable qualities? Explain.

What do you hope to accomplish in college and after college?
