

Personal Data Form
Letter of Recommendation

It is IMPORTANT that this form be filled out accurately and completely to aid your counselor in preparing the recommendation for your college or employment application.

Student Name: _____

List four teachers or staff members who know you well.

1. _____ 2. _____
3. _____ 4. _____

Describe your college/career plans.

List advanced courses which you have completed or in which you are currently enrolled (i.e. AP courses, Math, Physics, etc.).

List clubs, activities, sports, and/or student government participation (indicate grade levels and offices held).

List any awards and/or honors you have received.

Describe community service or church activities in which you have participated.

Describe work or volunteer experiences you have had.

Describe your travel experiences.

If there is something special or unique about you that you would like to have mentioned in the letter, please explain.

Discuss your personal and professional goals.
