

## LETTER OF RECOMMENDATION - - STUDENT WORKSHEET

Fill out this worksheet completely and provide it to the person from whom you have requested the letter. It will help them greatly in writing a positive letter.

Your Full Name: \_\_\_\_\_

Your Full Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_

Complete name & address of individual to whom this letter should be addressed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OR CHECK HERE FOR GENERIC FORM: To Whom It May Concern \_\_\_\_\_

Date this letter of recommendation is needed: \_\_\_\_\_

1. Please list your current class schedule by hour (and semester if it's different)

1st: \_\_\_\_\_

2nd: \_\_\_\_\_

3rd: \_\_\_\_\_

4th: \_\_\_\_\_

5th: seminar \_\_\_\_\_

2. Current GPA: \_\_\_\_\_ Class Rank: \_\_\_\_\_

3. What has been your major area of academic emphasis throughout high school?  
(College Prep: What Career Pathway & career if you know) OR (Vocational!  
Technical: What Career Pathway & career if you know) Please explain what  
experiences have helped you make these career decisions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What are your personal goals and aspirations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. What 3 words best describe you: (1 ) \_\_\_\_\_

(2) \_\_\_\_\_ (3) \_\_\_\_\_

6. Any special talents or skills that you possess: \_\_\_\_\_

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7. What are your post high school (career/college) plans: \_\_\_\_\_

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8. School-related activities & leadership roles: : \_\_\_\_\_

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9. School-related honors: \_\_\_\_\_

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10.10. Extra-curricular activities & leadership roles: \_\_\_\_\_

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11.11. Extra-curricular honors: \_\_\_\_\_

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12. Community service activities in which you have been involved:

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13. Church and/or family activities/involvement that is important to you: \_\_\_\_\_

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14. Tell me anything else that I should know about you when I write this letter: \_\_\_\_\_

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