

REQUEST FOR LETTERS OF RECOMMENDATION

STUDENT PERSONAL DATA FORM

It is **IMPORTANT** that this form be filled out accurately and completely to aid those preparing recommendations for your college and/or scholarship applications.

DEADLINES : **October 1st** – for Early Action/Early Decision Applications

December 1st – January 1st Applications

Beyond that, out of consideration, we ask that you give us a **two week notice**.

Student Name: _____

Email address: _____ **Cell phone number:** _____

TEST SCORES

SAT I: Rd Math Wr Date Taken

SAT II:

ACT:

List four words or phrases that describe you.

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

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, which you would like to have mentioned in the letter, please explain.

Discuss your personal and professional goals.

WRITER INFORMATION

Here is a list of criteria that you may wish to consider in your evaluation:

scholastic ability	reaction to criticism	emotional stability	cooperation	integrity
motivation	initiative	leadership qualities	maturity	personality

YOU MAY ALSO WISH TO INCLUDE:

1. Examples or anecdotes to illustrate character or judgment of the student.
2. Comment on the accuracy of your first reaction to this student. Do you still feel the same? Why?
3. Reasons why this student is particularly qualified for the opportunity at hand.
4. Keep a copy of the letter for yourself in case another is needed.