

Letter of Recommendation Information Sheet

Fill out this form completely- the more information you can provide the better, please add detail.
Once filled out please return as soon as possible.

Student Name:

Student Email:

1. Which prospective colleges and programs do you plan to apply? Why did you choose that college and field of study?
2. What are your future goals, academic and other?
3. Describe your community service experience.
 - a. What have you done?
 - b. What did you learn from your volunteer work?
 - c. How did it change you?
4. Describe your athletic team/club experiences.
 - a. What have you learned from that sport/ how have you grown?
 - b. Have you won any awards or recognitions for the sport? If yes, then explain.
 - c. Did you take on any leadership roles? If so how?- give an example.
5. Describe your club participation.
 - a. Why did you choose that club?
 - b. How long and what time frame have you participated in that club?
 - c. Did you take on any leadership roles? If so how?- give an example.
6. Describe your work experience.
 - a. What have you learned from working?
 - b. Did you take on any leadership roles? If so how?- give an example.
 - c. Give time frame and duration.
7. In what ways have you demonstrated leadership? Give an example of a time you showed leadership.
8. What are your outstanding qualities and personality traits?
 - a. What are three words you would use to describe yourself and why?
9. What are your proudest achievements?
10. In which areas could you improve?
11. Are there any hardship circumstances that have prevented you from your best (be open, honest and real- the more information you can provide the better)?
12. What have you learned about yourself since the time you started high school? How have you changed or grown?