

**LETTER OF RECOMMENDATION
INFORMATION REQUEST SHEET**

Please complete the following information to help in writing a recommendation for you - Attach extra sheets if needed.

Your Name: _____

Date recommendation is needed by: _____

Send this letter to:

Name/Title: _____

Company/School: _____

Address: _____

City, State, Zip Code: _____

Purpose of this recommendation (job, scholarship, portfolio, etc.):

What is my connection to you (e.g. courses taken, years worked, positions held)?:

What type of profession do you envision for your future?

Favorite classes (Please explain why they are your favorite.

HIGH SCHOOL PARTICIPATION: (please list all that apply)

Organization/Activity (in school)	Dates	Office Held/Award Won
1.		
2.		
3.		
4.		

Athletics	Dates	Office Held/Award Won
1.		
2.		
3.		
4.		

Letter of Recommendation Request of Information

Community Service/Volunteer Projects (out of school)	Dates	Office Held/Award Won
1.		
2.		
3.		
4.		

Hobbies and Interests	Office Held/Award Won
1.	
2.	
3.	
4.	

Which activity listed above meant the most to you and why?

WORK HISTORY (most recent first):

Employer	Dates	Position Held
1.		
2.		
3.		
4.		

What makes you stand out from other students? What experiences, activities, etc. have you had or done that make you unique? Be as specific as possible.

What are your strengths/personal qualities that make you a good candidate for college? (Please elaborate):

Tell me something you are most proud of.

Other information you feel would be helpful to me in writing your recommendation.