

Letter of Recommendation Information Sheet

Please give this sheet to the person of whom you are requesting a letter at least 2 weeks before it is due.

Name _____

Phone _____

Email _____

Please return or mail letter by: _____

(Student: include pre stamped/addressed envelope if mailing)

College/Scholarship this letter is intended for:

1.

2.

3.

4.

Thank you for agreeing to write a letter of recommendation on my behalf. Here is more information about me:

I would like the letter to include these key points:

Major or Career I am Considering:

--

Experience in this area:

--

My Favorite Subjects:

My Hardest Subjects:

School Related Activities/Affiliations:

Out of School Activities/Volunteering:

Awards & Recognition:

Special Talents:

Dates	Work Experience:	Hrs/ Week

What my parents have to say about my skills, character and greatest areas of growth:

Other things you should know about me:

Thank you!