

# *Letter of Recommendation Information Sheet*

*Most scholarships, colleges and employers want Letters of Recommendations. These letters usually include information about your academic and extracurricular achievements, as well as a personal assessment about who you are. Teachers, guidance counselors, coaches, and other adults who know you well are good people to ask for letters of recommendation.*

***Use this worksheet to give your letter writers a little more information about yourself. Give them at least 2-3 weeks to get it done before you need it. It's also a good idea to give them a pre-addressed, stamped envelope they can use to send the letter if mailing it to a college, etc.***

***Student Name*** \_\_\_\_\_ ***Phone or E-mail*** \_\_\_\_\_

***Letter needed for:***                      ***Scholarship***                      ***College***                      ***Job***                      ***All of the Previous***

*1. Describe some of the activities (extracurricular, hobbies, sports, church, etc.) you've been involved in over the past three years, and why they've been important to you.*

*2. What are your personal and academic goals?*

*3. What do you plan to study in college, and why is it important to you?*

*4. Describe your leadership, group, and/or community service experience?*

*5. What do you see yourself doing 10 years from now?*

*6. If you asked your friends and family to describe you in just three words, what would they be?*

*7. Discuss something else about yourself that you think is important for the writer to know.*