

STUDENT INFORMATION SHEET
(FOR ASSISTANCE IN WRITING A LETTER OF RECOMMENDATION)

Student Name: _____

Class Rank: ___ out of ___ Cumulative GPA: ____ (5.0 scale) ACT Composite Score: __ (36 Possible)
SAT Scores: Critical Reading ____ Math ____ Writing ____ (800 Possible in each of the three areas)

(All information should cover grades 9-12 only.)

Select two of the characteristics listed here that describe you best and write a specific example of how they apply to you: scholastic ability, motivation, initiative, maturity, integrity, cooperation, leadership qualities, positive relationships with others, work ethic, time management skills, organization skills, dedication, positive attitude, or other qualities not listed here.

State your vocational goal. (Include name of employer, military branch, or other type of employment you hope for, and what you want to do specifically.)

Describe your hobbies and talents.

List your membership in student activities, clubs, or teams. Note any offices or positions held. After each entry, note in parentheses which grade years you were active (e.g., 9-11 or 10-12)

Record any involvement in community, scouts, church activities, or volunteer service. Note any offices or positions held. After each entry, note which grade years you were active.

List any employment experiences you may have had and give a **brief** job description including hours worked per week and total duration of the work. Begin with the most recent.

Record any special awards or recognition received.

Add anything, not covered above, that you feel will help your teacher write you a good recommendation including any obstacles you have overcome.

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Faculty: Keep this copy for future reference!