



Record any involvement in community, scouts, church activities, or volunteer service. Note any offices or positions held.

**Freshman:** \_\_\_\_\_  
\_\_\_\_\_

**Sophomore:** \_\_\_\_\_  
\_\_\_\_\_

**Junior:** \_\_\_\_\_  
\_\_\_\_\_

**Senior:** \_\_\_\_\_  
\_\_\_\_\_

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!