

Letter of Recommendation – Personal Data Form

Name: _____

Phone: _____

Where will the letter be sent? _____

A specific person? _____

My Career goals: _____

Anticipated college major: _____ Anticipated occupation: _____

Hobbies and talents: be specific – (if you take piano lessons say how long and whether you plan to continue)

School activities: be specific (list what you did and how long, your position, contribution, or accomplishment)

Example: Clubs/organizations: School Leadership: Athletic/competitive teams: Awards and honors:

Out of school activities: Examples: Job (position and how long), religious activities, community involvement/service/volunteer, travel experiences

Which of the above activities meant the most to you and why? _____

In what ways have you grown as a person since you started high school? _____

What are you most proud of about yourself: _____

List five characteristics that best describe you and why:

1. _____

2. _____

3. _____

4. _____

5. _____

What challenges have you had and how have you worked to overcome them? _____

What distinguishes you from others like you? _____

TO THE STUDENT

When requesting a letter of recommendation from a teacher be sure to:

1. Fill out the student information worksheet as completely as possible.
2. Think of a teacher who knows you well.
3. Make an appointment to ask the teacher to write a letter of recommendation for you. Plan ahead to meet your time line. **Allow the teacher 10-14 days** for the completion of the letter. **DO NOT** assume the letter will be completed if you leave the request in their mailbox; make sure you make it personal.
4. At the time of the appointment, give the teacher our completed information worksheet.
5. Write a short “thank you” to the teacher who has supported you in this way.

TO THE TEACHER

1. The following is a list of criteria you may wish to consider in your evaluation: ability, motivation, reaction to criticism, initiative, emotional stability, personality, integrity, cooperation, maturity, and leadership qualities.
2. You may also wish to include:
 - (a) Examples or anecdotes to illustrate character or judgments of the student.
 - (b) A comment about the accuracy of your first reaction to this student. Do you still feel the same? Why?
 - (c) Your phone number for further information.
3. Tell the things that are not provided anywhere else in the application, particularly things that could not be gleaned from the academic record or the list of activities. Explain what stands out about the applicant. Use details or give concrete examples to back up your view.
4. Keep your recommendation concise and easy to read. The letter preferably should be limited to one page and include paragraphs or subheadings.
5. Remember the importance of your first sentence and your concluding sentence. Your first sentence should get the attention of the reader, and the last sentence should effectively summarize your recommendation.

DON'TS FOR TEACHERS

1. Don't write a letter of recommendation if you don't really know the student. Simply say so, Or gather as much information from teachers as possible so that you can write a summary.
2. Don't tell things that are already known about the candidate, things which are included in the application materials. (For example, don't repeat the GPA, test scores, lists of activities, etc.)
3. Don't hesitate to say something negative about the candidate, particularly if the difficulty is hard to overcome.
4. Don't conclude your recommendation by saying that you recommend the candidate to “the college of his/her choice.