

# LETTER OF RECOMMENDATION

## Personal Data Form

**It is IMPORTANT that this form be filled out accurately and completely to aid your counselor, teacher, employer, or other reference, in preparing the recommendation for your use in applications for college or employment.**

**Student Name:** \_\_\_\_\_

List four people (teachers, counselors, employers, etc.) who know you well:

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Describe your college/career plans.

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List advanced courses which you have completed or in which you are currently enrolled (i.e., AP Course, Math, Physics, etc.)

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List clubs, activities, sports, and/or student government participation (indicate grade levels and offices held).

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List any awards and/or honors you have received.

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Describe your strengths and weaknesses:

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Describe community service or church activities in which you have participated.

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Describe work or volunteer experiences you have had.

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Describe your attitude, character, and level of independence.

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If there is something special or unique about you which you would like to have mentioned in the letter, please explain.

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Discuss your personal and professional goals.

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