

Date Received: _____

Letter of Recommendation/Scholarship Information Form

Please complete as many of the following that apply to you and you feel comfortable answering. Please feel free to use additional paper if needed. To provide quality and a timely response, please submit your request for a letter of recommendation at least two week prior to the deadline.

First Name: _____ Last Name : _____

Mailing Address: _____

Phone: _____ E-mail: _____

Colleges you plan to apply to:

1. _____

4. _____

2. _____

5. _____

3. _____

6. _____

College Major(s)

Career Goal(s):

1. _____

1. _____

2. _____

2. _____

Are you the first person in your immediate family (including parents) to attend college?

☐ Yes ☐ No

List any school/community activities you've been involved with:

Community Activities/Athletic Activities/Clubs: Position Held

School Year

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

List any honors/awards received: Honors/ Awards Description

Date received

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Employment experiences (including grade levels and length of employment. If currently employed, how many hours do you work a week?)

What is the greatest challenge in your life that you have overcome (if any)?

What academic accomplishments are you most proud of and why?

What non-academic accomplishment are you most proud of and why?

List 1 personal and 1 professional goal you have in life and why?

Three words that best describe you

Is there anything you'd like me to know about that may not have been apparent in your day-to-day life at school?

Name a favorite social activity, hobby or interest.

What position of leadership have you held and when?

What would you want a college admissions officer to know about you?

List one weakness about yourself that you are presently working on to improve

What are your favorite courses and why?

PSAT ____ SAT I ____ SAT II ____ ACT ____		
GPA ____ CLASS RANK ____		
I WILL APPLY FOR:		
FINANCIAL AID	YES ____	NO ____
SCHOLARSHIPS	YES ____	NO ____
I QUALIFY FOR A FEE WAIVER		
TESTING(SAT, ACT)	YES ____	NO ____
COLLEGE APPLICATION	YES ____	NO ____

