

Letter of Recommendation Information Sheet:

For Students

Most colleges require you to submit letters of recommendation when you apply for admission. These letters usually include information about your academic and extracurricular achievements, as well as a personal assessment about who you are. Teachers, guidance counselors, coaches, and other adults who know you well are good people to ask for letters of recommendation.

Use this worksheet to give your letter writers a little more information about yourself. It's also a good idea to give them a pre-addressed, stamped envelope they can use to send the recommendation letter.

STUDENT'S NAME	STUDENT'S PHONE NUMBER	TODAY'S DATE
PLEASE FORWARD RECOMMENDATION TO		BY

1. Describe some of the activities (extracurricular, hobbies, sports, church, etc.) you've been involved in over the past three years, and why they've been important to you.
2. What are your personal and academic goals?
3. What do you plan to study in college, and why?
4. Why is college important to you?
5. What do you see yourself doing 10 years from now?
6. If you asked your friends and family to describe you in just three words, what would they be?
7. Describe yourself to your future college roommate.
8. Discuss something else about yourself that you think is important for the writer of your letter of recommendation to know.

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For Parents

Most colleges require students to submit letters of recommendation when they apply for admission. These letters are usually written by teachers, guidance counselors, coaches, and other trusted adults, and include information about the student's academic and extracurricular achievements, as well as a personal assessment of what makes them a good student.

This is where you come in. What are some of the things that make your child special? Use this worksheet to give your child's letter writers a little more information about your child.

STUDENT'S NAME	STUDENT'S PHONE NUMBER	TODAY'S DATE
PLEASE FORWARD RECOMMENDATION TO		BY

1. Name some of your child's outstanding accomplishments from the past three years.
2. Is your child involved in extracurricular activities outside of school that are important to them? Explain.
3. If you had to describe your child in just three words, what would they be?
4. Are there any special circumstances (such as a family illness, divorce, or other personal matters) that have affected your child's educational experience? Explain.
5. What would you most like a college admissions officer to know about your child?