

STUDENTS COMPLETE AND HAND TO PERSON WRITING YOUR  
LETTER OF RECOMMENDATION.

1. Name: \_\_\_\_\_
2. Organizations/leadership roles:  
(ex. NHS, Masterminds, SGB, band, etc.)  
Office held and years: \_\_\_\_\_  
\_\_\_\_\_
3. Academic awards received:  
(ex. Certificates, student of the month, etc.)  
\_\_\_\_\_
4. Sports teams, for how long? Athletic awards  
(ex. MVP, Scholar Athlete, etc.)  
\_\_\_\_\_
5. Other extra-curricular activities,  
For how many years (ex. Key Club, Lead, etc.)  
\_\_\_\_\_
6. Community service projects or organizations  
with hours of service, contributions  
you made (ex. Raised money and HOW, helped  
disadvantaged athletes and HOW, etc.)  
\_\_\_\_\_
7. Other interests outside of school?  
\_\_\_\_\_
8. Employment and for how long?  
\_\_\_\_\_
9. What is your greatest strength?  
\_\_\_\_\_
10. Career or educational goals/desired major  
Colleges applying to:  
\_\_\_\_\_
11. What special aspect of your personality would you most like the college to learn about through this  
letter of recommendation? What makes you unique?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_