## **Letters of Recommendation**

## **A Worksheet for Students**

Fill out this form and give to your teacher/counselor when you ask them to write you a recommendation. This information helps them write a complete and accurate letter for you.

Name:	
	<ul><li>College Application</li><li>Scholarship Application</li><li>Employment</li></ul>
Letter should be addressed to:	
This letter is due on:	(date)
The writer should:	return letter to the student (rare) send letter to the address above complete recommendation online
List any awards and honors you ha	ave received and the years in which you received them:
List school activities & the years in	n which you have participated.
List community activities & emplo	yment. (Include dates)
What are your special interests or	talents? Please explain:

Why do you feel you qualify for this school, scholarship or job?
How have you made an impact in your school community?
What qualities do you have as a student that has an impact in the classroom? Can you give an example?
What challenges have you overcome to reach your goals in high school?
Describe any unusual circumstances that may have affected your life.
What are your goals for the future?
If you have more to say about yourself, please indicate in space below: