

STUDENT DIRECTIONS FOR A LETTER OF RECOMMENDATION

Fill out the information on the attached sheets. This information will be useful to those who are writing you letters of recommendation. Be as thorough as possible. The more information that is available, the better your chances are of receiving a stellar letter of recommendation.

Remember that colleges, scholarship committees, and employers are most impressed with well-rounded people so don't leave anything out. If there is a particular form that must be filled out, attach it to the *Student Data Sheet for a Letter of Recommendation*.

Remember:

- Set the deadline on the *Student Data Sheet for a Letter of Recommendation* for 1-2 weeks before the letter is due to the scholarship committee, college, or employer. This will give you time to mail or hand-carry the letter.
- If the writer is supposed to mail the letter somewhere, provide a stamped addressed envelope. Politely check with the writer to be certain the letter was mailed. ("How's my letter coming? Do you need any more information?")
- Ask for a copy of the letter for your files. Be aware that sometimes an application will specifically state that you waive your rights to see the letter.
- Make copies of all applications before you submit them.
- Write a short thank-you note to the person who writes you a letter of recommendation. If you get into college, get the scholarship, or get the job, let the writer know!
- Choose teachers who know you well. If you have not participated in classroom discussions or stood out in some way, the teacher may have a hard time writing a good recommendation.
- Give the person writing you a letter of recommendation only pages 3 and 4. The first two pages are for your information.

WHAT COLLEGES WANT IN A LETTER OF RECOMMENDATION

Directions: List the names of persons who might be able to write about you in relation to the topic in the left-hand column. The topics below are listed in the order of importance. Remember that colleges are most interested in the first three topics. Use the other topics only if necessary.

People to Consider Asking for Letters of Recommendation: Teacher, Counselor, Coach, Club Advisor, Pastor, Priest, Employer, Community Leader, or someone who has supervised your community service

| # | Topics | Specifics | Possible Letter Writer |
|---|----------------------------------|---|------------------------|
| 1 | Classroom Contributions | <ul style="list-style-type: none"> Your ability to ask good questions Your accomplishments on special projects How your contributions help others in the classroom | |
| 2 | Interest in Learning | <ul style="list-style-type: none"> Your passion for particular subject areas Your love for learning | |
| 3 | Academic Achievement | <ul style="list-style-type: none"> Your academic abilities (not necessarily just your grades) How you compare to other students | |
| 4 | Personal Challenges or Hardships | <ul style="list-style-type: none"> Circumstances in life that may have made your educational pursuits more difficult | |
| 5 | Personal Anecdote | <ul style="list-style-type: none"> A particular story that illustrates something meaningful about your character | |
| 6 | Impact on School | <ul style="list-style-type: none"> The various ways you have contributed to the school community through your activities | |
| 7 | Leadership Ability | <ul style="list-style-type: none"> Your leadership within a specific activity (i.e. ASB, clubs, yearbook, journalism, etc.) | |
| 8 | Interest Outside School | <ul style="list-style-type: none"> The importance of your activities outside of school (i.e. community service, church, part-time work, etc.) | |

Source: AVID

STUDENT DATA SHEET FOR A LETTER OF RECOMMENDATION

Dear _____,

I have provided the following information to help you as you write a letter of recommendation for me. This letter must be completed (and/or mailed) by _____ so I can meet my application deadline. If there is an envelope attached, please send the letter to address listed on the envelope.

Thank you in advance for writing a letter of recommendation for me.

Sincerely,

Personal Information

| | | | | | |
|--|-------|--------|-----------|--------------------------|--|
| Name of Applicant as it Appears on Applications: | | | | Today's Date: / / | |
| Address: | City: | State: | Zip Code: | Phone Number: | |

School Information

| | |
|----------------------|--|
| Name of School: | Current Grade Level: <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th |
| Grade Point Average: | Rank in Class: |

Community Service

| | |
|--|--|
| List Your Community Service Activities | Total Number of Community Service Hours to Date: |
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Clubs/Activities/Sports

| | |
|--|--|
| List the clubs/activities/sports that you are involved and the responsibilities. | Grade Level(s) Involved |
| | <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th |
| | <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th |
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| | <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th |

Employment Experience

| Position Held | Job Responsibilities | Hours Per Week |
|---------------|----------------------|----------------|
| | | |
| | | |
| | | |

College Plans

| | |
|----------------------------|----------------------------|
| Intended College Major(s): | Intended Future Career(s): |
| | |

Awards and Honors

| | |
|--|--|
| List any awards or honors you have received. | Grade Level(s) Received |
| | <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th |
| | <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th |
| | <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th |
| | <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th |

Special Talents or Skills

Strengths

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|--|--|
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Descriptive Words

| | |
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| Three words that I would use to describe myself: | Ask a friend to write three words to describe you: |
| | |

Life Challenges

Have there been any life challenges that you have overcome? If so, please describe on the lines below.

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Other Important Information That Might Be Useful to Know

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Who or what is this letter for? Fill in the information in the appropriate column(s).

| Name of College & Address | Name of Scholarship | Name of Job & Title |
|---------------------------|---------------------|---------------------|
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