

# Letter of Recommendation Personal Data Form

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please answer the questions first, for the purpose of the letter requested:

**Who** will the letter of recommendation be sent to? \_\_\_\_\_

**What** are you applying for? \_\_\_\_\_

**What** prompt or guidelines does the organization provide for letters of recommendation (if any)?

\_\_\_\_\_

Please list ways you are suited to the organization and/or position for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

Is there anything else specific to your experience with the person writing your letter of recommendation that you would like him/her to mention?

\_\_\_\_\_

\_\_\_\_\_

**Where** will the letter of recommendation be sent? \_\_\_\_\_

Additional Information:

1. My career goals \_\_\_\_\_

2. My post high school education or training plans:

\_\_\_\_\_

3. Hobbies, talents: \_\_\_\_\_

School Activities:

a. Clubs/Organizations/Student Government: \_\_\_\_\_

\_\_\_\_\_

b. Athletic or Competitive Teams: \_\_\_\_\_

\_\_\_\_\_

c. Awards & Honors you have received: \_\_\_\_\_

\_\_\_\_\_

Out of School Activities:

- a. Part Time Jobs: \_\_\_\_\_  
\_\_\_\_\_
- b. Church Activities/Awards/Service: \_\_\_\_\_  
\_\_\_\_\_
- c. Community Activities/Awards/Service: \_\_\_\_\_  
\_\_\_\_\_
- d. Volunteer Experiences: \_\_\_\_\_  
\_\_\_\_\_

Describe what makes you a unique individual: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional criteria you may wish to consider including in your request:** scholastic ability, motivation, your reaction to criticism, initiative, emotional stability, personality, integrity, cooperation, maturity, and leadership qualities.

\_\_\_\_\_  
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\_\_\_\_\_

**When requesting a letter of recommendation from a teacher, be sure to:**

1. Fill out the student information as completely as possible. Not all sections may apply, but if you are not sure, write it down anyway. Make copies for each teacher.
2. Think of a teacher who knows you well.
3. Make an appointment to ask the teacher to write a letter of recommendation for you. Plan ahead to meet your time line, and allow the teacher 10-14 days for the completion of the letter. DO NOT assume the letter will be completed if you leave the request in their mailbox or email. Make sure you make personal contact with the teacher.
4. At the time of the appointment, give the teacher your completed information worksheet.
5. Write a short “thank you” to the teacher who has supported you in this way.