

LETTER OF RECOMMENDATION - - STUDENT WORKSHEET

Fill out this worksheet completely and provide it to the person from whom you have requested the letter. It will help them greatly in writing a positive letter. (Use the back if you need more space)

Your Full Name: _____

Complete name & address of individual to whom this letter should be addressed:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

-OR- check here for a generic letter: To Whom It May Concern _____

Date this letter of recommendation is needed (must give at least a week's notice): _____

1. Please list your current class schedule by hour (and semester if it's different)

| | |
|----------|----------|
| 1: _____ | 4: _____ |
| 2: _____ | 5: _____ |
| 3: _____ | 6: _____ |

2. Current GPA: _____ Class Rank: _____

3. Any special talents or skills that you possess: _____

4. What are your post high school (career/college) plans: _____

5. School-related activities & leadership roles: _____

6. Community service activities in which you have been involved: _____

7. Church and/or family activities/involvement that is important to you: _____

8. Tell me anything else that I should know about you when I write this letter: _____

