



STUDENT DATA SHEET | **LETTER OF RECOMMENDATION**

DATE LETTER DUE:

Name _____
Address _____
City/Zip _____
Email _____

College GPA: _____
Overall GPA: _____
Phone/Email: _____

FAMILY & BACKGROUND

Family Size _____ Ethnicity _____
Country of Birth | You: _____ Mother _____ Father _____
First Generation College Student? Yes No Other family members in college? _____
Father's Occupation _____ Mother's Occupation _____

HIGH SCHOOL EDUCATION

Academic Area(s) of Interest _____
Subjects I Excel In _____
Special Programs/Classes _____

SCHOOL ACTIVITIES

List clubs/organizations, athletics, leadership positions, and other achievements and involvements.

Organization	Leadership Position / Role	Year(s) Involved

COMMUNITY ACTIVITIES

List participation with community organizations, events, volunteer work, and other related activities.

HOBBIES / INTERESTS / PASSIONS

AWARDS / HONORS / RECOGNITION / ACCOLADES

List awards and recognition you have received from school and the community during high school.

Awards	Year

STAFF MEMBERS / TEACHERS WHO KNOW YOU WELL

ADJECTIVES DESCRIBING YOU AS A STUDENT / PERSON

What's the impression ADULTS (supervisors, teachers, advisers, mentors, etc.) have of you?
List valuable qualities that you know you demonstrate well to yourself and to others on a consistent basis.

SPECIAL FOCUS OF LETTER

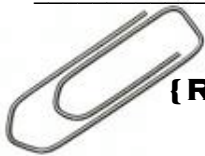
Is there something specific that you would like mentioned in your letter of recommendation?

INSPIRATION TO CONTINUE...

Who or what has influenced you to continue your education and your career choice(s)? Explain.

VISION: FUTURE GOALS & ASPIRATIONS

What's your vision for yourself? What do you see for yourself five years from now? Ten years from now?



{ REMINDERS / THINGS TO INCLUDE }

- Attach a copy of your transcript to this data sheet if possible.
- Attach an autobiography & resume if available. Include copy of the scholarship if special instructions needed.
- Plan ahead and allow plenty of time for the recommender to write the letter. (At least 7 days is recommended).
- THANK THE PEOPLE WHO WROTE YOUR LETTERS. Update them of positive results you achieve as a result of your work and their support.
- **REPRESENT & MAKE IT HAPPEN OUT THERE!**