

Letter of Recommendation Request/Student Information Summary

Name _____ Date _____ Letter Due Date: _____

Name & Title of Recipient: _____ Please mail: **YES** **NO**

Address of where letter is to be sent: _____

Who else will be writing letters on your behalf? _____

Please go into detail and “sell yourself.” Attach additional sheets as needed.

1. Future goals: (Education, Career)
2. How are your goals associated with this scholarship/position you’re applying for?
3. School activities and clubs: (list years and leadership positions)
4. Non-school activities: (church, community, employment – indicate any leadership positions)
5. Awards, honors, accomplishments: (in and out of school)
6. Special interests, hobbies, talents:
7. Describe yourself – include personal characteristics, strengths, motivation, interests, future plans, etc. **Stress the things you feel are unique.**
8. Relate a meaningful/pivotal moment in your life.