

## **Suggestions for Completing the Student Information Form**

This document is intended to provide accurate and useful information for the people writing letters of recommendation for you. Present yourself in a professional, positive manner in order to make their job as easy as possible.

### **Suggested Tips**

#### Getting your paperwork ready:

- Have your attached form completely filled out.
- Type or print neatly and clearly with black ink.
- Complete all portions of the form. Write N/A for anything that is not applicable.
- If specific qualifications or attributes need to be addressed, attach a copy of those to assist the letter writer.
- Attach an addressed (typed), stamped envelope if needed.

#### Asking the letter writer:

- Ask** the person if they would like to write a recommendation for you.
- Make sure they know the deadline for the recommendation. Check in with the letter writer three days prior to the requested due date.
- Pick up your letter of recommendation on the day you asked for it to be completed.
- Write a thank you note for the person's time and effort.

#### More Ideas:

- Keep a record of who you have asked to write a letter of recommendation and to whom it was sent.
- Keep copies of all letters of recommendation for your own files (it is wise to make copies of all documents you submit to others).

# Student Information for Letters of Recommendation

## Personal Data Section

Full Name

Home Address

Telephone      Email

Name and address of person/organization to whom this recommendation is being sent.

### Purpose of Recommendation:

College Admissions    Scholarship    Job Application    Other

**Date Required**       Return to me    Mail in attached envelope

## High School Data

**Test Scores:** PSAT Verbal      Math      Date taken

SAT Verbal      Math      Date taken

ACT Composite      Date taken

**Year in school**      **Graduation Date:** Month      Year

**Cumulative GPA**      **Class Rank**      out of

What colleges have you chosen or are you considering applying at?

What area of focus are you considering for your college major?

What career are you considering?

What are your hobbies or special interests?

List some positive words that best describe you.

**List all Honors and Awards you have received in school, community, or work**

Year

Award or Honor

Year

Award or Honor

**List all Leadership and Activities in which you participated with the year and position held. Include clubs, sports teams, academic teams, music, drama or other groups.**

Year

Activity

Accomplishments/Position held

**List all involvement in your community. Examples include: church groups, volunteer work, 4-H, Boy/Girl Scouts, or other activities to better the community.**

Year

Activity

Accomplishments

**List work experience from the past four years.**

Employer

Employment Dates

Position