



**Counseling Center Information Sheet
for
Recommendation Letters**



Name: _____

Today's Date: _____

Date Recommendation Letter Due by: _____

This form is for you to provide information about yourself to the person you are asking to write a recommendation letter. **It is important to allow at least two to three weeks prior to the due date** for the recommendation letter to be sent. The quality and depth of the letter depends on the information you provide.

1. List school /clubs/community/volunteer activities you've participated in. Include the dates.

2. Career goals/what you want to be and why? What helped you make this choice?

3. What college major/degree do you want to pursue?

4. Describe any work experiences/jobs you've had and include the dates of employment and what you learned.

5. If you were to write your own recommendation, either for college or a job, what are some of the points you would include?

6. Have you ever attended any summer programs or done any summer activities that should be included in your recommendation?

7.. Are there any outside circumstances which may have interfered with your academic performance?

8. List three distinguishing or admirable qualities about yourself. Explain in detail.

9. How do you think your teachers view you as a student?

10.. Tell us what your favorite activity/class/experience is and why.

11. What other information would you like for us to know and share about you?

All college recommendations are confidential. Therefore, we ask that you and your parent sign below when you submit this request for a college or scholarship recommendation letter.

➤ I waive the right to see the recommendation submitted to the college(s) of my choice.

Student Signature

Parent Signature