

Letter of Recommendation - Personal Data Form

This form will help your counselor, teacher and/or person from the community you are requesting a letter of recommendation from. PLEASE PRINT NEATLY OR TYPE YOUR ANSWERS.

Student name: _____ Post-Secondary School 1st choice: _____

2nd Choice School: _____ Major: _____

Contact Phone # _____ Email _____

Class Rank: _____ Unweighted GPA _____ weighted GPA _____

(attach a copy of your transcript to allow your recommender to see the classes you have completed at NHS)

Classes in progress:

Will you be the first in your family to attend college? _____ How many children in your family _____

Name a Teacher who knows you well. Have him/her write a comment about you.

Teacher Name _____ Class: _____

Comment: _____

To be filled out by student

Tell me something unique about yourself, what makes you different from other students. _____

List clubs, activities, sports, and/or leadership participation. Indicate grade level and offices held

(use extra page if necessary):

List any awards and/or honor you have received (use extra page if necessary):

What are three words you would use to describe yourself?

1. _____ 2. _____ 3. _____

Describe work or volunteer experiences you have done during high school:

Discuss any obstacles you have overcome in your academic career or in your personal life? If so, explain how those obstacles have either positively or negatively impacted you.

What are our personal and professional goals:

Name someone you admire and why:

What is the topic of your senior project/IB extended essay and why did you chose it:

What is your greatest accomplishment in high school:

What is your greatest personal accomplishment:

Additional information you would like to provide your recommender (anything special/unique/hardships):

- Provide this form to the person you are requesting a letter of recommendation along with your resume.
- Remember to give your recommender at least two (2) weeks' notice to write a good letter for you.
- The more information you provide the better letter of recommendation. Attach additional sheets if needed.
- Remember to thank your writer