

**LETTER OF RECOMMENDATION
PERSONAL DATA FORM**

It is important that this form be filled out accurately and completely to aid your teacher, employer, community member, etc., in preparing your Letter of Recommendation.

Complete this form as soon as possible and give it to whomever you have asked to complete a Letter of Recommendation. Allow at least 1 week for letter to be written.

STUDENT NAME _____ **Student ID** _____

Describe your college/career plans.

List advanced courses which you have completed or in which you are currently enrolled (i.e. AP courses, math, physics, etc.)

_____ _____ _____
_____ _____ _____

List clubs, activities, sports, and/or student government participation (Indicate grade levels and offices held).

_____ _____ _____
_____ _____ _____
_____ _____ _____

List any awards and/or honors you have received.

_____ _____ _____
_____ _____ _____

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Describe work or volunteer experiences you have had.

**Cite any experiences you have had that demonstrate:
Innovation and creativity**

Leadership

Motivation and interest

Unique competencies or expertise
