

Letter of Recommendation Information Sheet

In order to write the best possible letters of recommendation, you need to provide specific information about yourself to include in the letter. The more information that you provide, the better the letter will be.

Name_____ Age_____ Grade_____

To what organization(s) is the letter being written_____

What are you applying for (college, award, position, honors, etc)?

What are your education goals? What is your tentative college MAJOR?

What are your career goals? And why? _____

What part-time jobs have you held?

Employer

Duty

Dates of Employment

What school activities have you participated in? (student council, sports, etc)

What volunteer work or community service projects have you participated in? What was your role?

<u>Work or Project</u>	<u>Role</u>	<u>Dates</u>
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What hobbies, talents, or special interests do you have?_____

Anything else you want people to know about you?_____
