

# Letter of Recommendation Profile

We want to help you with the college and scholarship process by writing the best letter of recommendation possible. In order to do this, we need information about you. The more details we have, the better the letter. Return this form to your counselor and teachers at least 4 weeks before you need your letter of recommendation.

**Personal Section** – *Please be as detailed as possible.*

Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date that you need the letter of recommendation returned to you: \_\_\_\_\_

List all of the colleges and majors to which you are applying:

Colleges		

Majors		

1. What career do you want to pursue and why?

2. List five adjectives that best describe your strengths and provide examples for the words you've chosen. Then list two adjectives that describe your weaknesses.

Strengths	Examples
1.	
2.	
3.	
4.	
5.	

Weaknesses
1.
2.

3. Of all the things you do in your life, both in and out of school, which three do you feel you do best and why?

**4. Briefly describe two experiences that have had the greatest impact on your life:**

**5. What has challenged you the most in school, and how have you dealt with or overcome this challenge?**

**6. What subject do you enjoy the most and why?**

**7. Tell me something unique about you or your circumstance that sets you apart from your peers.**

**8. Are you the first person in your family to attend college?      Yes    No**

**Activities Section** – Please list detailed information for grades 9 through 12.

Include year, dates, sport, organization, position held, hours per week, description of activity, etc.

1. **Extra-Curricular** - List activities in which you have participated, i.e., athletics, academics, clubs, performing arts, youth groups, scouting, or other similar programs.

Activity/Group Name	Position Held	School Year

2. **Volunteer or Community Work** – List any volunteer service which you have done.

Agency	What did you do?	School Year

3. **Special Awards/Nominations** - List *any* honors or nominations you have received, both in school and outside of school.

Award	School Year	Award	School Year

4. **Employment** – List any paid employment you have held throughout high school.

Employer	Job Title	What did you do?	Dates

**Submission Steps:**

Once you have completed your form, save it and print or email to those you would like to write you a letter of recommendation.