

LETTER OF RECOMMENDATION INFORMATION SHEET

The following information should be provided to anyone you request a letter of recommendation from.

1. Identify the agency, school, employer, etc. to whom the letter should be addressed and the purpose of the recommendation – for college entrance, employment, scholarship, etc.
2. What personal qualities would you like emphasized or highlighted?
3. List any school activities in which you have participated, offices held, and state the value of these activities to you and the educational community.
4. List special honors and awards you have received, either in or out of school since you entered high school. Explain if any award is unique and not readily recognized.
5. Identify any out-of-school activities in which you have participated and explain their value to you and others. (ex. fund raising, church work, youth groups, volunteer work, etc.)
6. What are your plans for the future? (education, career, military, etc.)
7. What are your hobbies, interests, abilities, special talents?
8. Why is this recommendation important to you?