RECOMMENDATION LETTER FACT SHEET

Student Name:

Name of scholarship or college: DEADLINE FOR APPLICATION:

Name of person receiving the letter:

Name and address of organization receiving the letter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of letter (check one): University Admission and/or Scholarship

Focus of letter? (Academic skills, leadership skills, community service, athletics, other):

Areas of INTERST or intended MAJOR:

SCHOOL ACTIVITIES Classes currently taking: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sports (include years of participation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clubs (include years of participation): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What co-curricular or extracurricular activity has been the most meaningful to you and why?

Honors and Awards: \_\_\_\_\_\_ \_\_\_\_\_\_

Leadership Positions Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic Accomplishments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COMMUNITY ACTIVITIES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community Service Performed/ Volunteer Activities: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Experience: Personal Accomplishments:

FIVE ADJECTIVES THAT DESCRIBE YOU: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDITIONAL INFORMATION: Would you like the letter writer to address a particular part or aspect of your life? If, yes, what.