

Student Name:

I hope that this information will assist you in writing a letter of recommendation for me. It is often difficult to be aware of all aspects of a student. Below is information you may not be aware of regarding my educational goals and achievements, personal qualities, and activities outside of the educational setting. Thank you for considering the information below, in addition to your own comments. I greatly appreciate you taking the time to write me a letter of recommendation.

Five adjectives that describe something about me as a person:	5. My proudest accomplishments Academic:
2. Factors related to my grades that I would like others to be aware of:	6. Extracurricular activities/community service and why they have been meaningful to me:
3. My personal/career goals are:	7. Job experience and how it has helped to develop my work ethic and maturity:
Circumstances in my life that have had a positive or negative impact on my academic performance or and how I overcame them:	8. What distinguishes me from other students: