

LETTER OF RECOMMENDATION INFO SHEET

You may be asked to submit one or more letter(s) of recommendation from a counselor, teacher, coach, employer or other adult familiar with you, your academic accomplishments and other areas dealing with your secondary education situation. In order to write as complete a recommendation as possible, we need as much information as you can give us. Please complete the following, giving thought and care to each question...remember, this is for YOU, not us! Use extra paper if you feel it necessary and submit this to whomever you are requesting a letter of rec. from **AT LEAST TWO WEEKS BEFORE YOU ACTUALLY NEED THE LETTER.**

NAME \_\_\_\_\_ ID# \_\_\_\_\_  
3-4 teachers (past/present) I can talk to about you \_\_\_\_\_

List 6 adjectives that best describe you:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you think your grades accurately reflect your academic abilities& accomplishments? Explain!

\_\_\_\_\_  
\_\_\_\_\_

What are your strengths? (list at least 2) \_\_\_\_\_  
What are your weaknesses? (list at least 2) \_\_\_\_\_

In what areas have you shown the most development and/or growth during your time here at KWHS?

\_\_\_\_\_  
\_\_\_\_\_

What have you done that has been important to our school? \_\_\_\_\_

What have you done that has been important to our community (please include actual # of hours if you know)?

\_\_\_\_\_  
\_\_\_\_\_

What national or international topics/problems interest you and why? \_

\_\_\_\_\_  
\_\_\_\_\_

What are you hoping to get out of your college experience to help prepare you for your future (**PLEASE PLEASE PLEASE** include your planned major, if you know what that is)?

Academically? \_\_\_\_\_  
Emotionally? \_\_\_\_\_

What do you feel you can contribute to the college or school you want to attend? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What else should be known about you? (Special summer travel or school experiences, home projects, reactions to elections you may have lost or games you didn't win **reasons for a weak grade**, honors you may be too shy to brag about, family situations, reasons you may have to work which may affect your school work, special talents, etc...)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any factors related to admission test scores (SAT/ACT/CPT) that should be addressed?

\_\_\_\_\_