

Requesting a LETTER OF RECOMMENDATION:

- Make sure that the person you ask to write your recommendation knows you well
- Make personal contact with the person you intend to ask for a letter of recommendation
- Always give the writer at least TWO (2) WEEKS
- Give the writer a copy of this resume
- If required, give the writer a stamped, self-addressed envelope
- Write a thank you note to the writer

PERSONAL RESUME:

Name _____

Address _____

FUTURE GOALS: (Career & College / Other Training)

OFFICES, AWARDS, & POSITIONS OF LEADERSHIP:

SCHOOL ACTIVITIES: (Clubs, Athletics, Organizations, etc.)

NON-SCHOOL ACTIVITIES: (Community, Church, Employment, etc.)

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Five Words that Describe You:

1. _____
3. _____
5. _____

2. _____
4. _____

Special or Unique Characteristics That You Would Like Mentioned in the Letter:

Please Rate Yourself:

	Below Average	Average	Above Average	Outstanding
Writing Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy & Initiation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-Confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creative Qualities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relates to Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For COUNSELOR RECOMMENDATIONS ONLY:
Include all of the Counselor Recommendation Forms that are required by the colleges to which you are applying.