`Please complete this recommendation form as completely as possible. Use the time to BRAG about yourself. The information that you provide will help us to portray you as positively as possible. Attach a resume if you have one. ***This form should be turned in at least two weeks prior to the date by which you want your letter complete.***

|  |  |
| --- | --- |
| Name: |  |
| Possible Major & Career Goals: |  |
| Cell Phone Number: |  |
| Email you check regularly: |  |

1. What do you consider to be your strengths as a person and as a student?
2. What are your college and career goals?
3. List advanced courses or career-related courses that you have completed or in which you're currently enrolled:
4. What topics do you want emphasized in the letter?
5. Are there any special circumstances in your life that may have impacted your education (i.e., family issues, deaths, financial challenges, etc.)?
6. What is your intended major and why
7. What special interests do you have? Hobbies? Talents?
8. What I remember most about your class is…

Please fill out the information below:

|  |  |  |
| --- | --- | --- |
| Hobbies/Talents/Interests: | Sports (Include level JV or Varsity and Years participation: | School Activities (Include years of participation): |
| Leadership Roles: | Work Experience: | Community Service: |
| Awards: | Honors: |  |