

Amador High School Letter of Recommendation Worksheet

Student _____ Today's Date _____

Recommender: _____ Date Needed _____ ** (you must give 2 weeks of notice)

(This form assists your counselor/teacher in writing your recommendation. The more specific details you can give, the more thorough your recommendation letter will be. This form will also help you with the entire after High School application process, especially in preparing for interviews and writing admissions essays. Expect to spend some time on this task, which should result in a document that is comprehensive and complete. ***You may attach additional pages if necessary but please make sure all questions below have been answered.***)

College/University, Technical School or Scholarship Applying to:

I plan to major in _____ / I am undecided _____

1. School activities: List the activities you have participated in, the number of years, and the amount of time per week you spent, and what you have gained or learned from each activity. Consider artistic, athletic, literary, community service, and leadership positions.

2. Which activity was most important to you? Why?

3. What do you consider your most important activities outside of school? List jobs, paid or voluntary; religious activities; hobbies; travel; music; art; and drama. Include the number of years of your involvement and the amount of time you spent on the activity weekly, and explain why this activity was significant to you.

(turn over)

4. In or out of school, which awards and honors have you received? Which elected offices have you held?

5. What book(s) have had the greatest impact on you? Why?

6. Describe the academic accomplishment (major paper, science experiment, artistic project) you are most proud of, and tell why you take pride in it.

7. What kind of learner are you? Which academic setting or assignments make you thrive? What interests you?

8. List your three most distinguishing or most admirable qualities. Explain each in several sentences.

9. What do you hope to accomplish in college/trade school and thereafter? Consider your career goals and your broader goals.

10. Please talk about any unique/special circumstances within your family, including any information that would be important for your recommender to know.

(Use additional pages if necessary.)