

Sample Letter of Recommendation Information Sheet

Dear Student:

In order to write you a better letter of recommendation, I need additional information about you. Please fill in the following and return to the Counselor's Office.

Thank you,
Leah Veazey
Miki White
Tiffany Guy

Name

Grade

Clubs You Belong To and Offices Held

Extra-Curricular Activities / Hobbies

Honors Received

College Choice

College Major

Career Goals

Leadership Roles