

Name of Student: _____

Date: _____

Dear Student and Family:

As you begin your journey toward choosing a career and your “life after High School”, it may prove to be helpful and/or imperative that you have letters of recommendation on file (for colleges, scholarships, and/or job applications). You may approach a teacher, administrator, coach, counselor, employer, youth director, or other people to write a letter of recommendation. Providing these people with a description of your unique qualities might assist in helping them remember things to put in the letter. The following questions may be tough for you to answer on your own. Ask for input from your family, friends, and others who know you well.

1. What do you consider to be the outstanding accomplishments during the past three or four years? Why did you select those as most important?

2. In what areas have you shown the most development and growth during the past three or four years?

3. What do you consider to be your outstanding personality traits?

4. If you had to describe yourself in five adjectives, what would they be?

5. Are there any unusual or personal circumstances, which have affected your educational/personal experiences?

6. Share any information about yourself which you would like recommending teachers to be aware of:

Please feel free to continue your comments on additional sheets of paper.