

Personal Resume

If you need a Letter of Recommendation for your college applications and/or scholarships, please complete this form . Remember that the person writing your recommendation wants to do a good job for you, so it is very important that you follow all the directions on the following checklist:

Checklist for Letter of Recommendation
Give writers at least 2 weeks before the letter is due

- 1. Complete this form with plenty of detail and then make copies to give your letter writers.
- 2. Let the writer know when it is due and how you will retrieve your letter.
- 3. If it is to be mailed directly, include self-addressed, stamped envelopes.
- 4. Contact the registrar, Rachelle Paris if you need to attach an **official transcript**.
- 5. Send a thank you note in *writing* to the author of your letter.

Name: _____

Letter due date: _____



Describe your College/Career Plans:

Describe your Hobbies or Special Interests:

List 6 words that describe you:

1. _____	4. _____
2. _____	5. _____
3. _____	6. _____

References (List 4 other teachers or staff members who know you well):

1. _____	3. _____
2. _____	4. _____

Activity Section

School Activities and any Leadership Positions:

<u>Grade</u>	<u>Activity</u>
_____	_____
_____	_____
_____	_____
_____	_____

Sports:

<u>Grade</u>	<u>Activity</u>
_____	_____
_____	_____
_____	_____
_____	_____

Out of School Activities: (Community Service, Church, Tutoring, Volunteer Work, etc.)

<u>Grade</u>	
_____	_____
_____	_____
_____	_____
_____	_____

Work Experience:

<u>Grade</u>	
_____	_____
_____	_____
_____	_____
_____	_____

Awards and Honors:

<u>Grade</u>	
_____	_____
_____	_____
_____	_____
_____	_____

Special Talents or Uniqueness:
