

Activity 2.9 (2 of 7)

Student Information Worksheet

When requesting a letter of recommendation from a teacher, be sure to:

- Fill out the student information worksheet as completely as possible; not all sections may apply.
- Think of a teacher who knows you well.
- Make an appointment to ask the teacher to write a letter or recommendation for you. Plan ahead to meet your timeline, and allow the teacher 10–14 days for the completion of the letter. **DO NOT** assume the letter will be completed if you leave the request in the teacher's mailbox; make sure you make personal contact with the teacher.
- At the time of the appointment, give the teacher an addressed, stamped envelope for each school that requires a letter and your completed information worksheet.
- Write a short thank-you to the teacher who has supported you in this way.

Name (*as it appears on applications*) _____

Address _____ ZIP Code _____

Birthplace _____ First language _____

Relevant family history _____

Most significant experiences in your life _____

Greatest challenges in your life (*hurdles you have overcome*) _____

Individual accomplishments (*academic and school-related: give grade levels and offices held, if any*) _____

Community activities (*church, charity, community service*) _____

Employment experiences (*include grade level*) _____

If employed, how many hours a week do/did you work? _____

Advanced classes you have completed or in which you are currently enrolled _____

Awards or honors you have received (*include the year*) _____

College and career plans _____

Possible majors (in order of preference) _____

Personal and professional goals _____

Three words that best describe you _____

If there is something special or unique about you which might interest other or help you to get accepted, please include it here. _____

Anything else that will help to make this letter as specific and as convincing as possible in describing you and your accomplishments _____

Letter is for _____ and is due _____

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Letter is for _____ and is due _____

Letter is for _____ and is due _____

Letter is for _____ and is due _____