

# LETTERS OF RECOMMENDATION PERSONAL DATA FORM

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It is IMPORTANT that this form be filled out accurately and completely to aid your counselor in preparing the recommendation for your use in applications for college, scholarships or employment.

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**STUDENT NAME:** \_\_\_\_\_

**Student Email:** \_\_\_\_\_

List four teachers or staff members who know you well.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Describe your college/career plans:

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Tell about a time you faced an obstacle/life challenge and how you persevered through it.

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What will the school/community miss about you?

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What or who has had the greatest impact on you?

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Describe your greatest strength or your proudest moment.

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Discuss your personal goals now and your professional goals after college.

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Explain how your life was changed by your extra-curricular activities, sports, and/or leadership rolls.

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Explain how you benefited from any awards, honors and special leadership programs attended (i.e. classes, workshops, conferences).

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Describe some community service, volunteer projects, and/or employment you have been involved in and how you made an impact on those you served.

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