

Letter of Recommendation Outline

Once you have identified a person to write a letter of recommendation for you (and that person has agreed), please answer the questions below and give this outline to them. This is information that they (the recommender) will want in order to write a good letter.

Name: _____ Grade: _____

Overall GPA: _____ SAT Score _____

1. Four words that best describe your character.
2. Academic Achievements (have you earned any academic awards).
3. Extracurricular activities and the years in which you participated in them. This would include activities outside of school as well, such as a job.
4. Future plans. This may include career and college interests.
5. Any information that might distinguish you from other students who may be applying for the same thing. Examples would be volunteer work, overcoming obstacles in your life, areas of special interest, leadership roles, etc.