



STUDENT INFORMATION FOR LETTERS OF RECOMMENDATION

Students:

Teachers/Counselors/Employers are able to write better letters of recommendation for you if you supply them with information concerning your activities, your career goals, and your need for financial assistance. The following information should be provided to the individual writing the letter of recommendation. Be sure and keep a copy.

- Date
- Your Name, Address and Phone Number
- Name of individual from whom the letter is requested
- Courses taken & final grades (if letter is requested from a teacher/counselor)
- GPA (if letter is requested from a teacher/counselor)
- Academic honors you have received
- Activities you have participated in and any offices held
- Community activities in which you have participated
- Any other special achievements/awards?
- Part-time and/or summer employment
- Will you need financial assistance in college?
- Why does this individual think you are a good college candidate?
- To whom should this letter be addressed?