

Name: \_\_\_\_\_ Date \_\_\_\_\_

### **LETTER OF RECOMMENDATION OUTLINE**

PLEASE BE AS DETAILED AS POSSIBLE AND USE ANOTHER SHEET IF NECESSARY!

1. What schools are you applying to? Why? (is location important?, do they offer specific programs/majors?, do you have siblings/relatives that attended? did you visit the campus?)
  
2. What are your college/future plans? Possible major/career choice? How did you get interested in field?
  
3. Do your grades reflect your ability/potential? Why or why not? Do you work hard for your grades? Or does it come naturally to you? Explain your answer- either way.
  
4. What is your greatest academic achievement? AP classes? Honor roll? Awards/ recognitions? Work experience? What accomplishment are you most proud of? (Ex. You struggled in a subject and raised your grade significantly, you went from a C student to a B+ student.)
  
5. How do you think other people view/perceive you? What words would your teachers/friends/family use to describe you?
  
6. How would you describe yourself? What are your strengths/ weaknesses? GIVE AT LEAST 3 of each!
  
7. A most important question: What other type of info would you like for me to include in your recommendation letter? What makes you unique? Think of something that the admission representative CAN'T know about you by reading your application or transcript? (Ex. life circumstances/experiences, characteristics, significant family situations/hardships)

Name: \_\_\_\_\_ Date \_\_\_\_\_

List your School/Extra-curricular Activities: Include community service, sports, drama, job, church groups, and any other activities you have participated or currently participate in.

[illegible]