

BACKGROUND INFORMATION SHEET

Student Name: _____ **Date:** _____

Deadline for Letter of Recommendation: _____

Complete the statements below to help your reference write a more comprehensive letter of recommendation for you. This is the kind of information universities and scholarship committees, as well as employers, are looking for when reviewing applicants. Since your reference may not have had the opportunity to know you very extensively, your answers here may prove helpful in the process of the letter writing.

NOTE: Your teacher will keep this information as confidential. Now is one of the few times in your life that you really must “BRAG” about your accomplishments, since they really could make a difference to a college or scholarship committee.

The three qualities you like best about yourself are...

1. _____
2. _____
3. _____

The accomplishments you are most proud of are...

1. _____
2. _____
3. _____

The out-of-school activity that has been most rewarding to you is...

_____ because _____

Are there any “extenuating circumstances” I should include in the recommendation? For example, difficult adjustment to high school; family structure change; personal problems, etc.

Right now, what are the “top priorities” in your life? Do you have a philosophy of life?

