LETTER OF RECOMMENDATION INFORMATIONAL SHEET

**Name: (Last, First)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your plans for after HHS: (circle one)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2 year comm. college** | **4 year college/**  **university** | **Full Time Employment** | **Military** | **Undecided** |

**College/Military Bound: Please list the school/branch you have applied to or will apply to:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

Career Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please rate yourself on the scale below:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Below average** | **Average**  **50%** | **Good**  **25%** | **Excellent**  **10%** | **Outstanding**  **2-3%** |  |
|  |  |  |  |  | **Academic Motivation** |
|  |  |  |  |  | **Academic Self-Discipline** |
|  |  |  |  |  | **Leadership** |
|  |  |  |  |  | **Self-Confidence** |
|  |  |  |  |  | **Concern for Others** |
|  |  |  |  |  | **Emotional Maturity** |
|  |  |  |  |  | **Personal Initiative** |
|  |  |  |  |  | **Reaction to Setbacks** |

1. What are three words that describe you, and why?
2. Significant factual information about you, your record, your personality, your hopes for the

future, or perhaps unusual family circumstances (illness, strong parental support, travel, changes in school due to moving, etc…) would be helpful.

1. Do you feel that your transcript accurately reflects your academic ability?

If no, explain what factors/circumstances have interfered with your academic performance.

EXTRA – CURRICULAR INVOLVEMENT

**CLUB, SPORT, OR ORGANIZATION YEAR(S) OFFICES HELD (I.E PRESIDENT)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **9** | **10** | **11** | **12** |  |
|  | **9** | **10** | **11** | **12** |  |
|  | **9** | **10** | **11** | **12** |  |
|  | **9** | **10** | **11** | **12** |  |
|  | **9** | **10** | **11** | **12** |  |
|  | **9** | **10** | **11** | **12** |  |
|  | **9** | **10** | **11** | **12** |  |

**Job Experiences:**

|  |  |  |
| --- | --- | --- |
| **JOB TITLE** | **JOB LOCATION** | **DATES OF EMPLOYMENT** |
|  |  |  |
|  |  |  |