



## Letter of Recommendation Information Form

### Instructions

Complete this form and present it your counselor or teacher when you want him or her to write you a letter of recommendation. Keep in mind that you should include information that will provide a good idea of your strengths, interests, and goals and set you apart from your peers.

### Who are you?

This information will be used to tell the college admission committee about you.

Describe the following:

- Personal qualities: \_\_\_\_\_
- Unusual talents: \_\_\_\_\_
- Academic strengths: \_\_\_\_\_
- Worthwhile community activities: \_\_\_\_\_

### Your assets

Describe the assets/characteristics that will set you apart from thousands of other applicants.

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### Life in school

Describe a classroom or academic experience that has given you great satisfaction in the last two years.

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### Life outside school

Describe an activity or experience outside of school that has touched or inspired you.

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### Your resume

Attach a copy of your resume. The High School section of *Adventures In Education* contains tips on writing resumes, sample resume, and more ([www.AIE.org/HighSchool/Jobs/Resumes](http://www.AIE.org/HighSchool/Jobs/Resumes)).



[www.AIE.org/Handouts](http://www.AIE.org/Handouts)