Name:

Today’s Date:

Date letter is needed by:

Phone number:

Cumulative GPA:

Specific purpose of the letter:

Explain your future goals and plans:

List at least three descriptive adjectives that best characterize your strengths, motivation, and personality. Give an example for each.

Give 2 or 3 examples of accomplishments that you are proud of.

List the highlights of your school activities, leadership positions, clubs, sports, and honors. Include where you devote your time and energy outside the classroom setting.

What other things would you like to have included on the letter of recommendation?