

Reference Prep Sheet

Some schools will require that you send in letters of recommendation as part of your application. Your counselor, teachers and coaches are people you might consider asking for a recommendation. It is important that this form be filled out accurately and completely to aid the person in preparing a recommendation for you. Use additional paper if necessary.

Your Name _____

Describe your college/career plans and goals.

List advanced courses which you have completed or in which you are currently enrolled (i.e. AP courses or other advanced courses).

List clubs, activities, sports, and/or student government participation (indicate grade levels and offices held).

List any awards and/or honors you have received.

Describe community service or church activities in which you have participated.

Describe work or volunteer experiences you have had.

Describe your travel experiences.

If there is something unique about you which you would like to have mentioned in the letter, please explain.
