

LHS LETTER OF RECOMMENDATION PERSONAL PROFILE

Name: _____

Date Letter Due: _____

Please address letter to: _____

GPA: _____

Class Rank: _____

List your current schedule:

Semester 1

Semester 2

List all Accelerated, Honors and AP classes you have taken and grades earned:

Describe your work/volunteer history from most recent to past (where, how long, and job duties):

The qualities I think my teachers like best about me are: _____

The qualities I think an employer would like best about me are: _____

My accomplishments that I am most proud of are: _____

I have shown leadership skills by: _____

The out-of-school activity that has been most rewarding to me is _____
because _____

The most meaningful extra-curricular experience I have had is _____
because _____

Academic goals: _____

Career goals: _____

College choices: 1st Choice: _____, 2nd Choice _____

Reason for choices: _____

What are the first words that come to mind to describe yourself? _____

What are your personal strengths? Give examples that illustrate these strengths. Responses can include traits from academics, activities, athletics, hobbies, your personality, work experiences, etc. _____

What is your biggest area of weakness? Why? _____

What points or qualities do you feel I should stress in a letter of recommendation about you? _____

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

Give examples to describe your:

Capacity for intellectual growth, academic potential and curiosity to learn: _____

Initiative, self-motivation, and responsibility level: _____

Leadership potential: _____

Originality and creativity: _____

Special talents: _____

List other teachers/staff who know you well:

1. _____

2. _____

3. _____

4. _____

Are there any "extenuating circumstances" that I should include in the recommendation? _____

Remember to give teachers and counselors **at least two to three weeks notice** before the due date to write a recommendation. The counseling office will mail your transcripts, your part of the college application as well as the counselor's letter of recommendation.

Remember also to send a thank you to anyone who writes you a letter of recommendation.