Thank you for writing a letter of recommendation for me. Below is some information that you may find useful in writing this letter.

Name (make sure you write your name **as you want it seen in your letter):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date letter is needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of copies needed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final draft type (i.e. digital, hard copy, school letterhead req., etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major of study/program (if known):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Schools to which I am applying:

Check the correct option:

\_\_\_\_\_ I **do not** want college/scholarship specific information in my letter

\_\_\_\_\_ I **do** want college/scholarship specific information in my letter

Check the correct option(s):

\_\_\_\_\_ This letter is for a college application

\_\_\_\_\_ This letter is for a scholarship application

**Academic Information**

Honors/AP classes taken:

GPA:

Academic awards/organizations:

What courses have you taken with Mrs. McGinnis in the last 2 academic years?

What academic work are you most proud of in your most recent course with Mrs. McGinnis?

**Community/Professional Service**

School service groups to which I belong:

 Service(s) I have completed in this group:

Part-time job(s) and date(s) held:

Primary job responsibilities:

Scout/church/youth groups to which I belong:

 Services/projects that I have completed in this group:

Volunteer work and description of tasks completed:

**Athletic Participation**

Team or individual sports that I play:

Athletic distinctions/honors/awards received:

**Fine Arts Participation**

Group or individual fine arts I am involved in:

Artistic distinctions/honors/awards received:

**General**

The three words that best describe me are:

Other things that you might want to include: