

NUAMES Senior Portfolio
Letter of Recommendation Personal Data Form

It is important this form be filled out accurately and completely! This will make it easier for those you have asked to write letters of recommendation. Please be professional and request letters at least **two weeks** before you expect them.

Student Name _____

Letter of recommendation is for: ___Scholarship ___College Admissions ___Employment

Describe your college/career plans:

List advanced courses you have completed, including Early College, Honors, AP, and Concurrent Enrollment:

List clubs, activities, leadership, and other opportunities you have been involved in:

List any awards and/or honors you have received:

(over)

Describe community service and/or church activities in which you have participated:

Describe work or volunteer experiences:

Describe your travel experiences:

Describe something special or unique about you that could be mentioned in the letter and explain:

Discuss your personal and professional goals:

Date this recommendation is needed: _____