

**Lathrop High School**  
**Recommendation Personal Data Form**

The following questionnaire is designed to help your counselor or teacher write an effective recommendation letter for you. If you have any self-descriptions or essays that you have already written for your college applications, please attach a copy of these forms along with your resume. These materials can be very helpful.

**Directions:**

Please answer as openly and honestly as possible. In most cases, the *more* information provided the more complete the recommendation will be.

Give the person who is writing your letter at least **two weeks** to write your recommendation. DO NOT expect a letter to be written for you with only a few hours notice.

Your Name \_\_\_\_\_ Phone: \_\_\_\_\_  
Please Print

Upon Completion (circle your choice). 1. Return to student. or 2. Mail in the enclosed envelope.

- Purpose of the letter (employment, scholarship, admission, etc.): \_\_\_\_\_
- Who is the letter going to?

Name: \_\_\_\_\_

Address: \_\_\_\_\_

- Deadline (Postmarked/Received by): \_\_\_\_\_
- Cumulative GPA (listed on transcript): \_\_\_\_\_ Class Rank: \_\_\_\_\_

➤ **Test(s) Taken**

**PSAT**

Critical Reading: \_\_\_\_\_ Math: \_\_\_\_\_

**SAT**

Critical Reading: \_\_\_\_\_ Math: \_\_\_\_\_ Writing: \_\_\_\_\_

**ACT**

English: \_\_\_\_\_ Math: \_\_\_\_\_ Reading: \_\_\_\_\_ Science: \_\_\_\_\_

Composite: \_\_\_\_\_ Writing: \_\_\_\_\_

ASVAB? Yes No

**List Honors and/or AP classes**

Course	Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Course	Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Academic Honors/Awards**

Honor/Award	Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Honor/Award	Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please include name of employer, type of work and dates of employment, **or attach your resume**. You may attach a separate sheet to describe your community service or use a detailed resume for this section.

**Employment History**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Community Service/Volunteer Activities**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Extracurricular Activities** (List your in-school and out of school activities)

Activity	Date	Position Held & Awards (if any)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Describe your travels/experience with other cultures:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What are you planning to study or pursue after high school:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Self-Assessment**

Please describe any personal qualities, strengths, ambitions, achievements, obstacles you have overcome or other details that you think would be helpful for the writer of this letter to know.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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