

# Personal Resume

If you need a Letter of Recommendation for your college applications and/or scholarships, please complete this form . Remember that the person writing your recommendation wants to do a good job for you, so it is very important that you follow all the directions on the following checklist:

**Checklist for Letter of Recommendation**  
**Give writers at least 2 weeks before the letter is due**

- 1. Complete this form with plenty of detail and then make copies to give your letter writers.
- 2. Let the writer know when it is due and how you will retrieve your letter.
- 3. If it is to be mailed directly, include self-addressed, stamped envelopes.
- 4. Contact the registrar, Rachelle Paris if you need to attach an **official transcript**.
- 5. Send a thank you note in *writing* to the author of your letter.

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

**Letter due date:** \_\_\_\_\_

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**Describe your College/Career Plans:**

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**Describe your Hobbies or Special Interests:**

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**List 6 words that describe you:**

|          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**References (List 4 other teachers or staff members who know you well):**

|          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

# Activity Section

## School Activities and any Leadership Positions:

Grade

Activity

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## Sports:

Grade

Activity

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## Out of School Activities: (Community Service, Church, Tutoring, Volunteer Work, etc.)

Grade

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## Work Experience:

Grade

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## Awards and Honors:

Grade

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## Special Talents or Uniqueness:

|       |
|-------|
| _____ |
| _____ |
| _____ |