

RECOMMENDATION INFORMATION FORM

SENIORS! Our responsibility in preparing a letter of recommendation for colleges, scholarships, and other groups is to provide a summary of your academic and extracurricular achievements. We also try to present some sense of your promise for further personal and intellectual growth. There are hundreds of Ankeny students and only four counselors, which means that conveying your *unique* qualities is not an easy task. Therefore, we would appreciate your honest estimation of yourself, what you have done, and what you have left to do.

Don't limit your discussion to what has happened to you in school. Rather, include experiences drawn from any part of your life. Please take the time to answer each of the questions as best you can. The information you include on this form may mean the difference between acceptance to or rejection from colleges and scholarships. Be sure to write legibly and include dates whenever and wherever possible. **Remember, give us 10 to 14 days notice to write your recommendation. Be sure to tell us who it's for, and what their address is!** This form will be in your career file in the guidance area, and you can update it at any time. It may also be copied for teachers' use in preparing recommendation letters for you.

BE SURE TO FILL OUT BOTH SIDES OF THIS FORM!!!

YOUR NAME: _____ DATE: _____

1. What are your plans for the future?
2. Please list the extra curricular activities with which you have been involved.
3. List your work experiences and your grade level (soph, jr, sr.) at the time, when possible.
4. What volunteer experiences have you had? Include community and church activities. Again, please include your grade level at the time of your volunteer work.
5. List any positions of leadership you have held either in school related or non-school related activities.

6. List any honors and awards you have received (include grade you were in when receiving award).

7. What do you like to learn about on your own time?

8. Is your high school academic record an accurate measure of your ability and potential? If not, what do you consider the best measure of your potential for success in college?

9. What circumstances, if any, have interfered with your academic performance? When?

10. Have any summer experiences, jobs, or studies been of significant importance to you? Please explain.

11. Write five adjectives that describe you.

12. What are your proudest *personal* accomplishments?

13. Please name three teachers at Ankeny High School we can contact for further reference. (Choose teachers who will be favorable!)

14. What other information would you like to share with us so we can make your appraisal more accurate for colleges and scholarship committees? Include skills you have, your areas of strength, and traits that might set you apart from other high school seniors.