

Student Bio Form for recommendation letters

Please complete the form and provide it to the individual (teacher, coach, counselor, or principal) writing your recommendation. Allow two weeks for completion of letter. You may use a separate sheet of paper – please print neatly.

Name: _____ Date: _____

What has been the **most important activity** you've been involved in these past few years and why?

Tell me about **you as a person**: Choose two or three adjectives that you think reveal your qualities/character/values and tell me why you chose them. Be specific and give examples to illustrate why the adjectives describe you. This is very important.

Tell me about you as a **student and a learner**. Which of your academic experiences has been the most important and meaningful to you and why? What you learned, not only about the subject matter, but about yourself and others, through your academic experiences.

How would your teachers describe you?

How would your friends describe you? Tell me what you like to do with and/or for your friends.

What are you thinking about for a college major? For your career goals? Why?

What experience or person in your life has most affected who you are or how you think about the world (family, events, crises, travel, culture, teachers, etc.)? How so?

What motto or philosophy guides your life (e.g. “Do unto others...”, “Live each day to the fullest”, etc.) and why?

What else would you include in your own letter of recommendation?

Student Activity Sheet

Use the form below or create a resume' / activity sheet that includes the following information:

- School Activities/Clubs (include years of participation and any positions)
- Sports (include years, awards)
- Arts involvement (include years, awards, roles, performances)
- Community Involvement (church/temple, scouts, other, include years)
- Community Service (projects, etc.)
- Other Awards/Recognition
- Special Interests, Skills, Hobbies

ACTIVITIES and LEADERSHIP: List the most significant activities in which you have participated during high school. Include clubs, teams, performance groups, etc., and indicate if you held positions such as officer, committee chair, team captain, etc. These may be school or community activities.

Activity	Grades				Description of Participation
	9	10	11	12	

SERVICE: List the most significant service activities/projects in which you have participated for the benefit of the school and/or community while in high school. These must be **non-paid, volunteer service hours**.

Organization/Activity	Grades				Description of Participation
	9	10	11	12	

WORK EXPERIENCE: List and describe any **paid** work experience that has been significant to you as a high school student. Your experience may include summer jobs or any other work done during high school.

Grade	Employer	Job Description	Dates of Employment	# of Hours (weekly)