

PERSONAL PROFILE for

Name _____

Thank you for writing a letter for me. I'd appreciate the letter being typed on letterhead stationery.

REMINDER: ALLOW A MINIMUM OF 2-3 SCHOOL WEEKS FOR LETTERS

Complete the statements below to help your counselor or teacher write your letter of recommendation.

The three qualities I like best about myself are:

- 1. _____
- 2. _____
- 3. _____

The qualities I think an employer would value most about me are:

- 1. _____
- 2. _____
- 3. _____

Ways in which I have made an impact either in school or the community are:

- 1. _____
- 2. _____
- 3. _____

The three qualities I think my teachers respect most about me are:

- 1. _____
- 2. _____
- 3. _____

Some leadership experiences I have had are:

- 1. _____
- 2. _____
- 3. _____

Some things about me that help me get along with people are:

- 1. _____
- 2. _____
- 3. _____

List your accomplishments that you are most proud of and explain why.

ACTIVITIES RECORD

STUDENT _____ SCHOOL _____ DATE _____

SCHOOL ACTIVITIES	9	10	11	12
ORGANIZATIONS				
STUDENT GOVERNMENT/LEADERSHIP				
ATHLETICS/CHEERLEADING/DANCE				
BAND/CHOIR/DRAMA/ETC.				
AWARDS/HONORS & OTHER ACHIEVEMENTS				

COMMUNITY ACTIVITIES	9	10	11	12
ORGANIZATIONS				
EMPLOYMENT (INDICATE DURATION)				
AWARDS/HONORS & OTHER ACHIEVEMENTS				

STUDENT'S SIGNATURE _____