



Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Counselor: \_\_\_\_\_

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

List below the place for which you will need a recommendation:

Institution/Scholarship	Due Date	Contact Person	Email, Mail	Date Sent

**Extracurricular Activities:** List your activities, leadership positions, and honors and "X" the appropriate grade level(s). You may explain details of significant activities on the back of this paper.

Activities	Leadership Role	9	10	11	12

**Community Service Involvement:** List appropriate hours per activity per year

Volunteer Service	9	10	11	12	Volunteer Work Description

**Awards:** Special Recognition, Awards, and Honors especially any leadership evidence

Awards	9	10	11	12	Awards	9	10	11	12

**Work Experience:** Include summer as well as part-time/full-time throughout the year.

Job & Your Title	9	10	11	12

**Special Programs:** List any internships or other special programs you have participated in.

Program	Grade Level	Brief description of your involvement

**Courses:** List any honors, AP courses, and dual enrollment classes that you have successfully completed.

What is your career interest: \_\_\_\_\_ College Major: \_\_\_\_\_  
*Describe how you intend to achieve your career interest goal.*

Describe yourself in 3 words: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
*Give an example of a time you demonstrated the words you used above.*

**Please think carefully as you answer the questions below.**

1. What accomplishment or experience are you most proud of?

2. Describe your interests and hobbies.

3. Describe any individuals who have had a profound influence on you and why.