

Student Profile Worksheet For Recommendation Letters

Complete this general information worksheet for use by your recommenders. Use bullet points and phrases, not prose, so the information is easy to read and transcribe into a letter. Update this information every semester.

Name:

Educational goals:

Educational plan:

Schools attended, degrees conferred, academic recognitions and dates:

Career/professional goals:

Career/professional plans:

Current work experience including special skills, significant responsibilities and/or work products:

Community service/volunteer activities, including participation campus organizations:

Financial responsibilities:

Other significant accomplishments: