

College Letter of Recommendation Information Sheet

Name: _____

Please check one and indicate the due date for this recommendation:

_____	Early Decision	_____
_____	Early Action	_____
_____	Regular	_____

In addition to giving me the appropriate forms provided to you by Guidance for this recommendation process, please completely and specifically answer the following items. Your detailed replies help me to personalize this recommendation.

1. List the colleges/universities to which you are applying.
 - Which is your first choice? Your second choice?
 - Is there something specific or important about each college that I should know?

2. List the other people (teachers, coaches, etc.) from whom you've requested a recommendation.

3. What are your career goals? Why does this career choice interest you?

4. What strengths and/or weaknesses do you expect or want highlighted in this recommendation? Explain.

5. List the clubs, sports, activities etc. (including years involved, positions and awards) which have been *most significant or meaningful* to you in your years at Bromfield.
 - What do you feel you've gotten out of your involvement in these activities?
 - What did you contribute to these activities?

6. Have you worked during school, vacations, etc.? If so, what job(s) did you hold? How did having a job help you develop and mature?

7. If you have been involved in internships, tutoring, conferences, enrichment programs, or other activities not mentioned in your previous answers, detail them here.
 - What were your responsibilities?
 - Explain what you feel you brought to your involvement in these activities and what you feel you've gotten out of them.
 - How have they helped you to grow?

8. Is there something else I should know about you? Perhaps there are personal circumstances of which I or the college should be aware. Don't be afraid to blow your own horn!