Your Name:

The information you write will help you think about how to present yourself when applying to colleges and universities. Additionally, you may wish to share this document with your recommendation letter writers. Of course, they may choose to include (or not include) any of the following in a letter about you. Feel free to speak with your parents and guardians as you complete this document. You and your parents/guardians must sign the release at the end of this document.

SECTION I: YOUR BACKGROUND

1. Your FULL Name:
2. Name of Your High School
3. First Year at Your High School:
4. GPA:
5. PSAT:
6. SAT:
7. ACT:
8. Contact Numbers (Telephone and Cellular Phone):
9. E-mail Account Address:
10. Special Talents or Interests:
11. Languages Spoken Other Than English:
12. Other Background Information:

SECTION II: AREAS OF STRENGTH and AREAS FOR GROWTH

From time to time, it is important to take an honest look at your strengths (areas of strength) and your weaknesses/challenges (areas for growth). In fact, the following items could be used to get you started with writing a personal essay. You should support statements in your essay with concrete evidence and examples. Use descriptive adjectives and powerful words to express your feelings and thoughts about your strengths in the spaces below. Do likewise with your weaknesses/challenges. The approach you take in writing about a strength or weakness could make the difference in your application for admissions.

1. Academics:

2. Technical Knowledge and Skills:

3. Planning and Organizational Skills:

4. Flexibility/Adaptability:

5. Maturity:

6. Leadership/”Follower”-ship:

1. Teamwork:
2. Your High School Experience:

What sets you apart from others who are applying? What your unique story? What experiences have made you who you are?

SECTION III: THE FUTURE

Institutions of higher education cannot admit all qualified applicants. Because of this, admissions officers often recommend acceptance for students whose goals and aspirations will be furthered by the particular type of education their institution offers. What are your goals and aspirations?

1. Academic Goals:
2. Career Goals:
3. Personal Aspirations:

SECTION IV: TOP CHOICE COLLEGES

It is important that recommendation letter writers tailor your letter to your specific colleges and universities. For example, if you want to participate in a particular sport or major it would be good for your letter to indicate your preparation in the relevant area. Please list the four schools that you would most like to attend. Also list your accomplishments or areas of interest that you would like to have mentioned to improve your chances of admission.

1. First Choice:
2. Second Choice:
3. Third Choice:
4. Fourth Choice:
5. List of Other Schools to Which You Might Apply:

SECTION V: SCHOLARSHIPS AND FINANCIAL AID

Your education will likely be funded through several means, including, grants, loans, and scholarships. The sooner you identify funding sources, the better. Apply for local, regional, national, and international scholarships. Look for scholarships from where your parents work or within your faith community. Civic and social organizations also award scholarships. Visits colleges and universities that are of interest to you and meet with their financial aid staff.

Scholarship applications submitted:

Scholarships received:

Grants received:

Loans received:

SECTION VI: OTHER INFORMATION ABOUT SECURING REFERENCES

You should ask people you know well and who can write about relevant performance and credentials to write letters of recommendation. People who volunteer to write a letter for you without being asked and know about your recent accomplishments are good choices. In addition to this document, a transcript, and a resume, you should also remind potential references what classes you took from them, how long you have known them, and what contact you have had with them outside of regular class meetings. It is important that you contact references at least a month before the application deadline (in writing as well as in person), provide an addressed and stamped envelope for the writer to use for each school, and supply and clearly identify any forms the writer is supposed to mail in addition to a letter. Check back with the recommendation letter writer about a week before the deadline and then immediately before it if the person has not told you the letter has been completed. You may choose to waive your right to see the letter of reference. (Confidential letters typically carry more weight.)

**If you plan to share this with recommendation letter writers, please read and sign the following….otherwise, just leave it blank**

SECTION VII: RELEASE OF INFORMATION

We give our permission for recommendation letter writers to include (or exclude) any of the information provided on this form in letters they write on behalf of this student. We understand that all comments based on this information should be paraphrased since multiple writers will use this document. We recognize the right of each recommendation letter writer to include information that is not provided on this document or to express opinions and observations that differ from those expressed here.

Signature of Student and Date Signature of Parent or Guardian and Date