

Community Activities & Positions Held (Volunteer)	Work Experience

Which co-curricular or extracurricular activity has been the most meaningful to you and why?

Awards Received:

Personal Accomplishments:

ADDITIONAL INFORMATION: Would you like the letter writer to address a particular part or aspect of your life?
AND/OR Describe a meaningful experience that has impacted you.*Be sure that you change this area for each person writing your letter so that each letter can highlight different aspects of your life.

Hint: Include your basic information and photocopy this form several times. You can go back and enter those items that need to be specific for each request.

Be Extraordinary!

Student Checklist:

College or Scholarship Name:	Due Date:	Requested From:	Requested Date: (4 weeks before due date)	Friendly Reminder: (1 week before)	Check In: (1 day before)

- o Send writer a Thank You Note!**
(start this habit, a thank you is important)