

Arizona College Preparatory Letter of Recommendation Letter Checklist <u>FACT SHEET</u>



| Student Name: (official name used on application) | | | | | |
|---|----------------------|----------------------|------------------|----------------|--|
| Name of the scholarship or college: | | | | | |
| DEADLINE FOR APPLICATION: | | | | | |
| Name of person receiving the letter: | | | | | |
| Name and address of organization receiving the letter: | | | | | |
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| Purpose of letter (circle one): | College Admissi | on Scho | larship | | |
| Focus of letter (circle all that apply) | : Academic skills Le | eadership skills Con | nmunity service | Athletics | |
| Other (specify) | | | | | |
| Type of letter (circle all that apply): Letterhead Sealed Envelope Mailed Online Form Email | | | | | |
| If emailing, please indicate the email a | ddress: | | | | |
| Colleges/Universities Apply | /ing to: | Intend | ed Major or Area | a of Interest: | |
| | | | | | |

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|----|---|--|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |

| Intended Major or Area of Interest: | | | |
|-------------------------------------|--|--|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |

What do you hope to do AFTER COLLEGE? What are your CAREER ASPIRATIONS?

| Senior Year Classes |
|---------------------|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |

| Clubs/Activities (all years) | Sports (all years) | | |
|------------------------------|--------------------|--|--|
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| Community Activities & Positions Held (Volunteer) | Work Experience |
|---|-----------------|
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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) |
|------------------------------------|-----------|--------------------|---|--|-----------------------------|
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o Send writer a Thank You Note!

(start this habit, a thank you is important)