

PERSONAL INFORMATION SHEET

In order to write a letter of recommendation that truly reflects who you are and how you'll thrive in your chosen college community, I need your help.

Answer the following questions thoughtfully and completely. The more information you provide, the better recommendation I can prepare. I suggest you type your response. You are required to submit your answers to me **4 weeks before your letter is due**. You'll find this information useful throughout the college application process. SAVE a copy for yourself. An electronic copy is available through the College Counseling tab from the VC library website.

Name _____ Date of Birth _____
Address _____ City _____ Zip _____
Cell Phone _____ Email address _____

I authorize Valley Catholic School to send my transcript, and test scores, as needed for my college and scholarship applications.

Student's Signature

Parent's Signature

Names of Colleges
Needing a letter

Email Address/ or mailing address
of college receiving this letter
If not on Common Application

Date Due

1 _____

2 _____

3 _____

4 _____

List all tests scores you have taken with their date. (ACT, SAT, Subject, AP)

Name of parents with whom you live

Father's Occupation _____ Employer _____

Mother's Occupation _____ Employer _____

Did either of your parents graduate from college? _____ If so list the college.

What academic areas would you like to explore as a college student?

List the names of the colleges to which you plan to apply

1 _____	2 _____
3 _____	4 _____
5 _____	6 _____

Write the name of two teachers you feel most connected to at Valley

1 _____	2 _____
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Please list your entire Senior Year schedule.

Fall Semester:

Spring Semester

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Describe any special talents you have and tell how you have used them in school or in outside activities.

Is there anything on your academic transcript that needs to be explained? For example: Low grades, a light schedule, an unusual GPA for one semester.

Describe any special information about your family situation or yourself that you feel should be included in a recommendation. For example: parents' divorce, illness, or unusual positive strengths or talents. (Please use extra sheets)

Describe any unusual financial circumstances that you want a college to hear.

List the extracurricular and athletic activities by year that you've participated in while in high school.

Discuss in DETAIL one activity you participated in that has been the most meaningful and WHY. Specifically explain what you did or accomplished and why it was meaningful to you. (Please use additional sheets as needed)

Please list your PAID work experiences, and discuss the positions in detail. What were your major duties? What did you learn about yourself? How many hours per week did you work?

Describe any volunteer work you've performed in your community. Provide examples of specific projects and what you've learned.

Describe in DETAIL one or two contributions you have made to the Valley Catholic community and how these contributions have made an impact.

Describe your most positive personality or behavioral characteristic.

Explain in detail one personal quality you want to improve, why you want to improve it and how you plan to improve that quality.

Give an example of any major problem or hurdle you've faced and how you solved this challenge. What are you proud of? Would you do anything differently?

We all have one life to live with purpose. What question do you want to answer with the one life you have?

What will you contribute to your college community that is truly unique?

Explain the goals you have set for yourself and how you plan to meet them.

Choose FOUR adjectives that best describe WHO you are.

1 _____ 2 _____ 3 _____ 4 _____

Tell me about YOUR passion. What do you love to do and why? If you answer this question with a few short words, it's not showing much passion. It's only a passion if you can explain why you love it as much as you do.

Tell me something about your time at Valley that is interesting, funny, enlightening, or meaningful.