

RECOMMENDATION FACT SHEET (Print or Type)

NAME \_\_\_\_\_ (last) (first) (initial)

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

ZIP \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

COLLEGES/JOBS TO WHICH YOU ARE APPLYING:

\_\_\_\_\_

LEADERSHIP ROLES

\_\_\_\_\_

\_\_\_\_\_

CLUBS/ORGANIZATIONS \_\_\_\_\_

\_\_\_\_\_

ATHLETICS \_\_\_\_\_

\_\_\_\_\_

COMMUNITY ACTIVITIES \_\_\_\_\_

\_\_\_\_\_

HONORS AND/OR AWARDS (school, community or athletic)

\_\_\_\_\_

\_\_\_\_\_

EARNED CERTIFICATIONS

\_\_\_\_\_

EMPLOYMENT

\_\_\_\_\_

\_\_\_\_\_

What are your proudest accomplishments?

\_\_\_\_\_

\_\_\_\_\_

List five adjectives that describe you:

\_\_\_\_\_

\_\_\_\_\_

What are your career goals?

\_\_\_\_\_

\_\_\_\_\_

