

Liberty Student Profile Sheet For Letters of Recommendation

Students will complete this form to accompany any request for a letter of recommendation for any staff member.
All forms must be turned in two weeks before the deadline for college and scholarship applications.
Expand each section as needed as you type in your answers.

General Student Information

Print Full Legal Student Name: _____ Date: _____
Email Address: _____ Student Cell: _____

A. List your high school and outside activities *in order of importance to you.* (Include all extra-curricular activities such as: athletics, clubs, Student Council, publications, special events, awards and also volunteer activities, committees, church activities. Organize it as shown below.) ***Please note** - Describe work experience and summer activities in subsequent sections, "H" and "I".

Activity, Sport, Award or Accomplishment	Grade Level(s)	Description of Involvement & importance to you
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Honors and Awards (List community and school awards you received during high school. These include Student of the Month, Captain of an Athletic team, Publication Awards, etc. Organize your response as shown below.)

Prize or Award Title	Grade Level	Selection Process (appointed or elected)
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Special Interests and Hobbies (Describe the activities you enjoy doing outside school and what you like about those activities. Activities include playing a musical instrument, skiing, hiking, mountain biking, painting, taking photographs, writing stories, etc.)

D. Community Service (List volunteer activities in which you have participated during high school. Community service may include Humane Society, Public Library and NHS activities. Be specific! Use another sheet of paper if you require more room and attach it.)

Organization	Grade Level	Describe Activities
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Number of Community Service Hours: _____

E. Affiliations (List any organizations or clubs with which you are affiliated. E.g.: Elks, Kiwanis, Lions, Masons, Rotary, etc.)

F. Work Experience (If you have been employed **during any high school academic year**, please list those experiences in order of importance to you. Organize your response as shown below.) ***Please note** - Summer jobs should be listed in next section, "I".)

Job Title	Employer	Dates of Employment	Approximate Hours per Week
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G. Enrichment Activities (List any educational or leadership enrichment programs, and/or volunteer jobs you've participated in. Organize your response as shown below.)

Time Frame	Activity or Job Title	Length of Time (i.e.: one week)	Benefits to you/What you Learned
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H. Personal Attributes/Strengths (Describe yourself for the reviewer. *Be specific and remember that your letter writer and/or scholarship person wants to truly know you and what you are like in academic and extra-curricular areas.*)

- The three qualities that you like best about yourself are...? Fully explain.
- What leadership qualities do you possess? Give specific examples of each leadership activity.

I. Key Questions

- To what colleges have you applied? Why?
- What are you planning to study/major in during college, and why did you choose this subject area?
- What do you envision yourself doing *after* graduating from college?
- Out of all of your accomplishments above, which one means the most to you and why?
- What are your strengths in each of the following academic areas: English/History, Math/Science, Electives? Provide examples for each.
- Where have you made the biggest difference in your high school and/or community over the past four years? Again, be really specific. Discuss how you know you made a difference.
- What obstacle have you overcome and how would that tell a reader something important about you as an individual?
- What else would you like a scholarship or admission committee to know about you?