

# Davies High School

## Letter of Recommendation Worksheet

Please allow a *minimum* of two weeks for a letter of recommendation!

<b>Name:</b>		<b>Date:</b>		
<b>Address:</b>		<b>Phone:</b>		
<b>Letter to be used for:</b>				
<b>Awards, Honors:</b>				
<b>School Activities</b>				
<i>What clubs/sports/other have you been involved in? List any leadership roles as well.</i>				
<b>Activity:</b>	<b>Years Involved:</b>			
	9	10	11	12
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Community and Volunteer Service</b>				
<b>Activity:</b>	<b>Years Involved:</b>			
	9	10	11	12
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Experience</b>				
<b>Employer:</b>	<b>Type of Work:</b>			

List five adjectives that best describe the kind of person you are:

1.	4.
2.	5.
3.	

Rate yourself on the following with five as high and one as low:

	1	2	3	4	5
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration for Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe how you have demonstrated leadership during your high school years:

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Describe your exceptional talents or originality in any field such as art, music, science, literature, mathematics, or technology/engineering

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Write a paragraph about yourself, including what you find to be your strengths and weaknesses, future plans, character traits, and anything else not included on this form that might be helpful to someone writing you a letter of recommendation.

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Name three other Davies staff members who could be contacted for reference:
