



Scholarships Opportunities
Assistance & Research

All About Me

For My Recommenders

Thank you for helping me with my [college or career] application by [preparing a letter of recommendation or becoming a reference for me]. I hope the following information is helpful to you. Please don't hesitate to contact me at [insert phone number and e-mail address] if you would like to discuss this further; I would love to hear from you!

→ I am applying to [insert college or organization name]

→ Three qualities or skills that uniquely prepare me to succeed at this [college or organization] are [provide concise information about each including examples showing where you have used the quality or skill]:

- _____
- _____
- _____

→ The three characteristics I like best about myself are:

- _____
- _____
- _____

→ The accomplishments of which I am most proud are:

- _____
- _____
- _____



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- The most meaningful [extracurricular, service, community or previous job] activities in which I have participated have been [discuss what the activities were and why they were meaningful to you]:

- My favorite academic subject is:

- At this point in my life, I have several priorities including [discuss your priorities or philosophy about life and how you plan to attain your goals]:

- Over the last several years, I have learned [describe what you have learned and why it is important to your application]:

- You may know that [describe any negative items about which your recommender should know such as poor academic performance, crime convictions, etc. and how your recommender might address those in their letter or reference]

- A couple of interesting things you may not know about me are [describe special situations, experiences, talents or skills that bear upon your application that your recommender may not know about]:

Additional instructions

As you complete this worksheet, keep in mind that before you send it to your recommender you should have selected among, and then erased all of the instructions in brackets [] as well as these additional instructions. Proofread, edit and make sure that the contents are well written.

You don't have to provide answers to every item and make sure that your responses will be useful to the not only your recommender but to the person who will ultimately review your application.

Finally, don't forget to include your resume; it will help your recommender gather even more information about you.