

PERSONAL DATA FORM

It is **IMPORTANT** that this form be filled out accurately and completely to aid your counselor in preparing the recommendation for your use in applications for employment, college or scholarships.

Student Name _____

List four teachers or staff members who know you well.

INTENTIONS

What is your intended major? _____

What is your intended occupation? _____

(If you have not decided upon an occupation, list the career fields which interest you most.)

Include a brief statement as to why this major, occupation, or field interest you.

List advanced courses which you have completed or in which you are currently enrolled (i.e., AP courses, Math Analysis, Physics, etc.).

1st Semester Classes

2nd Semester Classes

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

SCHOOL ACTIVITIES

List no more than three school activities in which you have actively participated. Following each activities, please note the number of semesters you were active. This list could include clubs, class activities, performing groups, athletics, etc. Select (1) activity and write in the spaces below, a brief statement about this experience and why it was valuable to you.

ACTIVITY

SEMESTERS

- a. _____
- b. _____
- c. _____

List 3 adjectives that best describe you personally, and 3 that best describe you academically.

_____	_____
_____	_____
_____	_____

OFF CAMPUS ACTIVITIES

List no more than five (5) off campus activities, community service, or church activities in which you have been an active participant. You may go back as far as the ninth grade. After each activity, please note the number of Years you were active. This list will include clubs, scouts, church groups, etc.

ACTIVITY

Years

Office

Rank

Awards

Etc.

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

AWARDS AND HONORS

List not more than five (5) awards or honors you have received during your four years of high school. This list will include scholastic, athletic, service, and departmental honors (Art, Music, etc.). After each honor, note the year in which it was awarded. Select one award and in which it was awarded. Select one award and in the space below describe why you are most proud of receiving it.

HONORS

YEAR

- a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
- _____
- _____
- _____

WORK EXPERIENCE

List up to four (4) jobs you have held. Also, list the company for which you worked, the length of time you were employed, and the hourly wage you were paid. Select one (1) of your jobs and in the space below describe what you liked best about working in that capacity.

JOB

DURATION OF EMPLOYMENT

HOURLY WAGE/DESCRIPTION

- a. _____
- b. _____
- c. _____
- d. _____

SELF EVALUATION

Many colleges and employers ask counselors to describe the student in terms of their values, goals, strengths, weaknesses, and unique-characteristics. If you can provide any description concerning yourself in these areas, please express your ideas below. Attach essay if available.

WHAT ARE YOUR PARENT'S OCCUPATIONS? _____ Mother _____ Father

Are you applying for financial aid? _____

Are you the first generation to go to college in your family? _____

How many siblings do you have? _____

Any in college? _____

Where? _____

LETTER OF RECOMMENDATION

Most private colleges, competitive college major departments and some employers~ request a letter of recommendation.

Colleges are looking for personal insights about student applicants, not a reiteration of grades and test scores. The most effective letters are usually obtained from teachers who know the student very well.

The most competitive colleges usually prefer letters from teachers of college prep courses (i.e. English, lab science, advanced math, and foreign language). These faculty members have witnessed strengths in their classroom. These teachers are often better able to promote admission than, for instance, an administrator who has not had such extended personal interaction.

In selecting people to write your recommendations, consider that you may want these letters to illustrate a balance of your interests. For instance, recommendations from an English teacher, a math teacher and a coach would give a broader picture than recommendations from three math teachers.

When requesting a letter of recommendation, allow the teacher ten to fourteen days for completion. Requesting the letter of recommendation early will help both you and the teacher to avoid the last minute rush to meet a critical deadline.

Make personal contact with the teacher. DO NOT assume the letter will be complete~ you send a request by mail.

Be sure to give the teacher an addressed, stamped envelope. It would help if you would also leave the following information on a sheet of paper:

the name of the individual/office to receive the letter

why you are interested in this particular college or position

a summary of your career goals and plans for college

a few words about your involvement in any of the following:

club and service organizations non-school activities (church, community, employment)
student government

athletics

hobbies, special interests, talents awards, honors

a short statement describing your strengths, attitudes, and/or skills which may help you to be successful.

Write a short "thank you" to the individual who has taken the time to support you in that way.

SAMPLE LETTER

To let a college know you are interested in applying.

(Your return address)

Date

Director of Admission
(Name of College)
(Address of College)

Dear Director:

I expect to graduate from _____ High School in June, 19, and would like to apply for admission in September, 19. Please send me an application, scholarship form, latest official catalog and any other necessary forms and materials.

(Note: You may want to list particular majors you are interested in or special talents, you may want scholarship information about _____ if so, include in 2nd paragraph.)

Sincerely yours,

(Your Signature)