

Student Questionnaire for Letter of Recommendation

Part 1: General Information

1. What is your full name?
2. What grade or year are you in?
3. What is the purpose of the letter of recommendation (e.g., college application, scholarship, job, internship)?
4. What is the deadline for submitting the letter?
5. Who should the letter be addressed to (if known)?

Part 2: Academic and Personal Achievements

6. What are your top academic achievements or accomplishments?
 - Examples: specific grades, awards, successful projects.
7. What extracurricular activities are you involved in?
 - Examples: clubs, sports teams, music, volunteer work.
8. What are your career interests or goals?
9. Have you taken on any leadership roles? If yes, describe them.
10. What specific skills or strengths do you think should be highlighted in the letter?
 - Examples: communication, teamwork, problem-solving, creativity, perseverance.

Part 3: Relationship with the Recommender

11. How long have you known the person writing the recommendation?

12. In what capacity have you worked or interacted with the recommender (e.g., teacher, coach, mentor, employer)?
13. Can you provide an example of a memorable interaction or project you worked on with the recommender?

Part 4: Personal Qualities and Character

14. How would you describe your work ethic and attitude toward challenges?
15. What personal qualities or values do you think define you?
 - Examples: honesty, determination, empathy, adaptability.
16. How do you handle constructive criticism or feedback?
17. Is there a particular moment or experience that highlights your growth or resilience?

Part 5: Customization for the Letter

18. Are there specific qualities, experiences, or achievements you want emphasized in the letter?
19. How do you think this recommendation can help you achieve your goals?
20. Is there any additional information you'd like the recommender to include or consider?