

# **Personal Data Form for Letters of Recommendation**

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home address: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Student ACT and/or SAT score: \_\_\_\_\_

## **Reasons for Recommendation:**

\_\_\_\_\_ **Scholarship (list name of Scholarship)** \_\_\_\_\_

\_\_\_\_\_ **UW Madison Recommendation\*\*\*** (For students who only completed the UW System Application)

\_\_\_\_\_ **Common Application**

\_\_\_\_\_ **Other:**

## **TEACHERS:**

**Recommendation letters should not be a laundry list of the student's activities. Please consider using examples of:**

- Leadership experience
- Motivation-initiative
- Problem solving abilities/ analytical skills
- Communication skills
- Teamwork- collaboration – Interpersonal skills
- Personal examples from your class that explain student motivations or academic talents

\*\*\*UW Madison requires 1 academic letter of recommendation. To submit a letter of recommendation online to UW Madison follow this link:

<https://www.admissions.wisc.edu/apply/recommendations/submit/index.php>

Name of Universities you are seeking admission for:


Please check the Areas of interest you intend to pursue in your post-secondary experience.

<input type="checkbox"/>	Arts, A/V, Tech & Communication	<input type="checkbox"/>	Marketing
<input type="checkbox"/>	Agriculture, Food & Natural Resources	<input type="checkbox"/>	Finance
<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Business, Management & admin
<input type="checkbox"/>	Human Services	<input type="checkbox"/>	Law, Safety, Public Admin
<input type="checkbox"/>	Education & Training	<input type="checkbox"/>	Architecture & Construction
<input type="checkbox"/>	Hospitality & Tourism	<input type="checkbox"/>	Transportation, Distribution & Logistics
<input type="checkbox"/>	Information Technology	<input type="checkbox"/>	STEM

**Career Goals:**

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**Complete the following OR submit your resume.**

**Leadership Experiences**

List and describe any leadership experiences you have had in high school or in the community. (For example, organizing a club event or tutoring/ mentoring experiences.)

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List your school activities. (Clubs, sports, student government participation and indicate grade levels and offices held).

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List any awards and/or honors you have received:

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Describe community service or church activities in which you have participated:

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Do you currently, or have you had a job? What have you learned from this experience?

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List any certifications or college credits you have earned:

## **Student/Parent Section**

**\*\*\* This section is required**

In a paragraph format please indicate qualities, characteristics, or experiences you feel are important for colleges or scholarship committees to know about you. Information provided maybe included in any comments we provide to characterize your student.