

Autobiographical Sketch

Name: _____

Purpose of Letter: _____

Completion Date: _____

(Two Weeks Notice is Preferred)

Teachers and Administrators are often asked to write a *Letter of Reference*, which is not always an easy task. We would appreciate your completion of the following questions, which will help us write about your “unique” qualities, and promise for future and intellectual growth. Please do not limit your responses to only what you have done in school – include activities and experiences from your life out of school as well.

1. What are your future plans, if known?
2. Which schools are you applying to?
3. What are your reasons for selecting these schools?
4. What do you plan to major in, or what area of study are you interested in, if known?
5. What are your career plans?
6. Who has had the most impact on you during your high school years, and WHY? (You can name a teacher, coach, advisor, parent/guardian, grandparent, mentor, etc.)
7. Which courses have you enjoyed the most?
8. Which courses have given you the most difficulty?

9. What do you choose to learn when you can learn on your own?

10. Is your high school academic record an accurate measure of your ability and potential? If not, what do you consider the best measure of your potential for success in college work?

11. Have any circumstances interfered with your academic performance? Please explain.

12. What do you consider to be your greatest strengths?

13. List any and all awards, honors, recognitions that you have received to date:

14. List any and all extra-curricular activities that you have been involved in under each category:

Athletics:

School Clubs/Organizations:

Volunteer Work:

Church Activities:

Employment:

15. List any leadership roles you have held in any of the above mentioned activities:

16. Please share other information that you believe is important: