

Student Biographical Worksheet

**When requesting a letter of recommendation from a teacher, be sure to:**

- Fill out the student information worksheet as completely as possible, not all sections may apply.
- Think of a teacher who knows you well.
- Make an appointment to ask the teacher to write a letter of recommendation for you. Plan ahead to meet your timeline, and allow the teacher 10-14 days for the completion of the letter. **Make sure you make personal contact with the teacher.**
- At the time of the appointment, give the teacher your completed worksheet.
- Write a short "thank you" to the teacher who has supported you in this way.

Name \_\_\_\_\_ Student ID# \_\_\_\_\_  
Phone # \_\_\_\_\_ Address \_\_\_\_\_

Parent's Name \_\_\_\_\_  
Father's Occupation \_\_\_\_\_ Mother's Occupation \_\_\_\_\_

School Activities: (Please put the year you participated in each activity)  
**Sports:** \_\_\_\_\_  
\_\_\_\_\_

**Clubs & Organizations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Offices Held:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Community Activities:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employment:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_