

STUDENT WORKSHEET

Name: _____ Grade: _____ Date Due: _____

Purpose for letter: ___ College Application ___ Scholarship Application
 ___ Employment ___ Other

Letter should be addressed to: Name and Address (Provide a stamped envelope for writer)

Helpful information about yourself for the writer: (use a separate sheet if necessary)

Awards, Honors (years received)

School Activities (years involved)

Community Activities and employment (years of participation)

Special interest, hobbies or talents

Why do you feel you qualify for this scholarship, college or job?

Describe any unusual circumstances that may have affected you life

Future goals.

Describe yourself in terms of strengths, attitudes, skills and past experiences which may help you be successful in school or on the job.