**Information Form**

When requesting a letter of recommendation, provide the writer with a completed information form, a copy of your educational résumé, and a copy of your college essay.

 1. Name (as it appears on applications)

 2. Address

 3. Birthplace, first language, relevant family history

 4. Most significant experience(s)

 5. Greatest challenge(s) in your life

 6. College and career plans; college majors that are of interest

 7. Personal goals; professional goals

 8. Three words that best describe you

 9. Describe what is special and unique about you.

 10. Anything else that describes you and your accomplishments