

REQUEST FOR LETTER OF RECOMMENDATION

The quality of the information you provide may have a direct relation to the amount of time you give the individual to write it and what they include in the letter. Feel free to attach a resume to the request.

Date recommendation needed – _____ allow no less than 2-3 weeks advance notice

Student Name (no nicknames) _____ **Your E-mail address** _____ **Your Phone Number** _____

GPA _____ **RANK** _____ out of _____ **AS OF:** _____

AUTHORIZATION:

I request that (Teacher/Faculty Member) _____ provide a letter of recommendation for my application for

- Scholarship
- College
- Employment
- Other _____

I give permission for this individual to provide any information he/she deems relevant regarding my application.

Student Signature

Date

Specific name of application (which college, what employer, what scholarship & its requirements, etc.)

Mail to the Attention of

Name/Organization _____

Title _____

Address _____

City, State, Zip _____

Outcome or position you seek: (i.e. admission as journalism major, a full-time secretarial position, a needs-based scholarship):

Your ultimate goal in life or as a result of this position/acceptance/scholarship:

() Career goal () College major () Long-range goal () Other

What characteristics qualify you for this and what would you like emphasized?

Specify the skills and experience you believe will best assist you in obtaining this goal. Additionally, in each area of emphasis, list at least 6 adjectives or phrases that you would like to see used in a letter describing you. (For example, very cooperative; extremely detail-oriented and eager to do well; able to handle several large assignments at once; social; ambitious; gets along well with peers, teachers, and adults/employers, etc.)

Consider: What do you want them to learn about you in this letter? Be clear and specific.

athletic

academic

community service

social/leadership

Other (areas may include **handling special responsibilities** such as caring for a sibling or elderly relative, helping to financially support the family, assisting in the operation of a family business; **overcoming specific difficulties or hardships** – like several moves throughout high school, illness, etc.; being able to work at a job, school, dual-enrollment, and sports; **dealing with financial need and having a strong desire to do well** for any variety of reasons. Or. . . whatever you would like to see emphasized that may help to supplement information provided in your application or essay)
