

Student will pick up letter by:

Request for Letter of Recommendation

Complete this form and include it with your request; an activities or employment resume may be attached, it is optional. Please allow your letter of recommendation writer advance notice – at least 2 weeks prior to the due date. It is the student's responsibility to keep track and pick-up the letter once it is completed.

Full Name/ID#	Email Address	Phone Number	GPA

Questions	Responses
Name of Recommender/Writer:	
Share a bit about yourself. [Hobbies, work, family, etc.]	
What characteristics describe you?	
What is your 3-year plan? [This can be realistic or ideal]	
Have you volunteered for community service before? If so, list 1-2 organizations it was with & what did you do? Did you enjoy it? Is this something you volunteer for often?	
What athletic program(s) were/are you involved in? What was/is your role?	
What academic, community service, social, and/or leadership program(s) were/are you involved in? What was/is your role?	
What other groups/program(s) are you involved with? What was/is your role?	

AUTHORIZATION

I request that (Faculty Member/Individual) _____ 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 request.

Student Signature

Date