

Request for Letter of Recommendation

Letter due to student by: _____

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	Email Address	Phone Number
GPA	Class Rank As of (Date) _____	
	out of _____	

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

Letter due back to student by	
Name of individual you asked to write a recommendation.	
Why are you asking this individual to write the letter?	
What is this letter for? Purpose/Need/Outcome, explain <i>(for college/scholarships/employment/etc.)</i>	
Share a bit about yourself:	
What 6 characteristics describe you?	
What athletic program(s) were/are you involved in? What was/is your role?	
What academic program(s) were/are you involved in? What was/is your role?	
What community service program(s) were/are you involved in? What was/is your role?	
What social/leadership program(s) are you involved with? What was/is your role?	
What other groups/program(s) are you involved with? What was/is your role?	