

Request for Letter of Recommendation

Student Name: _____ Phone: _____

Instructions to Writer of Letter of Recommendation: The best letters of recommendation bring a student to life by sharing examples of stories, instead of just summarizing the resume'. This form is only to spark ideas about the student.

Instructions to the Student: To better evaluate you, fill out this form with your information to assist the person from who you are requesting a recommendation letter. You may attach additional information to this form, such as a resume and cover letter.

Purpose of Letter: _____

Please complete letter by: _____

Upon completion please (circle one): Return to student Mail in enclosed envelope

Academics:

GPA: _____ Class Rank _____ / _____ ACT Composite _____

Intended College Choice: _____

Intended College Major(s): _____

Long Range Career Plans: _____

- Special interests, hobbies, or talents:

- What do you consider your strengths as a person and as a student?

- Please share any other information that would be helpful, such as obstacles you have overcome, and indicate what information the writer should highlight for this particular letter of recommendation.
