

Letter of Recommendation Request Form

Person you are requesting letter from: _____

Student name: _____ E-Mail: _____

Address: _____ Phone: _____

**IMPORTANT: Please give at least three weeks notice
for letters of recommendation.**

Attach a recent resume, activities record, personal profile, or anything else
that will help write the BEST letter of recommendation.

Please Complete all Sections:

What is the letter of recommendation for? (check the following)

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Scholarship | <input type="checkbox"/> Job Position |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Admission Application |

Who should the letter be addressed to (name & address)?

When is the letter of recommendation due? _____

When the letter is complete: (check only one)

- | |
|---|
| <input type="checkbox"/> Hold for me to pick-up. I will pick up on (date) _____ |
| <input type="checkbox"/> Mail for me. Deadline is: _____ |
| <input type="checkbox"/> Mail to me at my address. |
| <input type="checkbox"/> Other: _____ |

Additional Information for Request(s):

- ❖ Attach a copy of the scholarship/job announcement OR write out the criteria for selection (on back)

FOR SENIORS ONLY: If you are mailing the scholarship along with the letter(s) of recommendation, remember to make copies and keep them in a safe place.

Student Information Worksheet

College and career plans _____

Personal and professional goals _____

Three words that best describe you _____

Most significant experiences in your life that helped shape who you are now _____

Hurdles you have overcome (any barriers to achievement that you have faced, low income for several years, first generation college student, migrant family, etc.)

Individual accomplishments (academic and school related: give grade levels and offices held)

Community activities (church, charity, community service) _____

Employment experiences (include grade level) _____

If employed, how many hours a week do/did you work? _____

Awards or honors you have received (during 9-12th grade) include the year _____

If there is something special or unique about you which might interest others or help you get recognized _____

Anything else that will help to make this letter as specific and as convincing as possible in describing you and your accomplishments _____
