



# Letter of Recommendation Request



Student Name: \_\_\_\_\_ Date you need the letter by: \_\_\_\_\_

Person you are asking to write a letter: \_\_\_\_\_

What is the letter of recommendation for?: \_\_\_\_\_  
(Ex: College Admissions, Scholarships, etc)

What program/major are you applying for? \_\_\_\_\_

List courses taken related to major: \_\_\_\_\_

What are your goals (Ex: career, post-secondary education, military, employment, etc)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the your experiences with activities (Ex: club, athletics, churches, scouts, etc)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain your volunteering/community services experiences: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain your employment experiences: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any awards/honors you have received: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What words best describe you? \_\_\_\_\_

What makes you unique? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_