

Reference Letter Request Form

Your Name _____

Today's date _____

By when do you need this letter from me? _____

You are asking for the letter of recommendation for what purpose? ____job ____college application
____scholarship ____other (please explain)

***Please list classes/activities and the years you participate(d) in them so that I can use them as supporting examples in my letter:**

***To whom should this letter be addressed? Please write additional requests on the back, but be sure to let me know they are on the back!!**

Organization _____

Attention: _____

***What is your ultimate goal in life as a result of attaining entry into college/scholarship/a job, etc.**

***What characteristics would you like emphasized that qualify you for this position/scholarship, etc.? Specify the skills and experience(s) you believe will best assist you in obtaining this goal. In addition, beside each area of emphasis, list at least 3 adjectives or phrases that you would like to see used in the letter describing you. (For example, very cooperative, extremely detail-oriented and eager to do well, able to handle several large assignments at once, social, ambitious, gets along well with peers, teachers, adults/employers, etc.) Consider this: What do you want them to learn about you in this letter? Be clear and specific. Now is the time to brag on yourself!!**

Athletic accomplishments:

Community Service:

Social/Leadership skills:

***Other (areas may include handling special responsibilities like caring for a sibling or elderly relative, helping to support the family financially, assisting in the operation of a family business; overcoming specific difficulties or hardships – like several moves throughout high school, illness, etc.; strong desire to do well for any variety of reasons. Or....whatever you would like to see emphasized that may help to supplement information provided in your application or essay.**

*****I highly recommend you save a copy of this informational sheet for your records and give it to others from whom you will be requesting letters of recommendation to ensure the best outcome for your efforts.**

Please use this space if you have any extra information you would like to share with me or if you do not have enough room in the previous spots:

[illegible]