

Letter of Recommendation Request

Give this form to the person who has agreed to write a letter of recommendation for you.

When requesting a letter of recommendation from a teacher, friend, or employer be sure to:

- ❖ Think of an individual who knows you well and can write a good recommendation for you.
- ❖ Make an appointment to ask the individual to write a letter of recommendation for you (don't just ask in passing).
- ❖ Plan ahead to meet your timeline and allow at least 10-14 days for completion of the letter.
- ❖ Be sure the letter writer understands the requirements of the recommendation and can meet the deadline.
- ❖ Provide this form and an updated resume, if possible, to assure an accurate and complete recommendation.
- ❖ If appropriate, provide stamped envelopes (in most cases, just have the letter writer give the letter to your counselor).
- ❖ DO NOT assume the letter will be completed if you leave the request in his/her mailbox or drop it off on a desk; make sure you make personal contact with the individual.
- ❖ Write a thank you note to the person who wrote you a letter of recommendation.

Student Name: _____ Date: _____

Please give to: _____ by _____

Cumulative GPA: _____

My future goals:

Plans for college or other post-high school education or training:

Special interests, hobbies, talents, and how you have pursued them:

Most important activities you've participated in school:

List any special awards or recognition you've received:

List any work or volunteer experience that you have:

Describe yourself and provide relevant information that will be of benefit to the write: