

Request For Letter of Recommendation

Today's Date: _____

Date Letter Needed: _____

(If you need the letter mailed, please provide a stamped and addressed envelope)

Student Name: _____

Please Address Letter To: _____

*Traditionally, and so letter can be used for multiple purposes, letters of recommendation are addressed
"To Whom It May Concern "*

Purpose of Letter:

College Admissions
Job Application

Scholarship Application
Other: _____

I would like you to highlight: _____

My Current Career Plans or Goals Are: _____

I am interested in the following major(s): _____

I am considering the following school(s): _____

I have attached a:

Resume
Career Plan
Statement of Goals

Copy of my Application Letter
Copy of my Scholarship Application

ACT Scores: _____ SAT Scores: _____ Class Rank: _____ GPA: _____

Awards or Honors: _____

Relevant Internship, Volunteer/Community Service, or Work Experience: _____

Activities, Clubs, etc.: _____
