

Request For Letter of Recommendation

Today's Date: _____

Date Letter Needed: _____

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

Student Name: _____

Please Address Letter To: _____

Purpose of Letter:

College Admission Scholarship Application
 Job 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 my:

Resume A copy of my Application Letter
 Career Plan A copy of my Scholarship Application
 Statement of Goals

SAT Scores: _____ ACT Scores _____ Class Rank _____ G.P.A. _____

Awards or Honors: _____

Relevant Internship, Volunteer or Work Experience: _____

School Related Activities, Clubs, etc.: _____

