**Rec Letter Request Form** (2 weeks notice recommended)

Be aware I rarely check email during summer or winter break I rarely check email.

Fill in everything every time you request a letter. Incomplete request forms make it harder to write great letters.

|  |  |
| --- | --- |
| **Your Name** |  |
| **Academic Goals**  (major, transfer goal, highest degree sought) |  |
| **Career Goals** |  |
| **Link to Scholarship/Internship/etc** |  |
| **Why are you a good match for this scholarship/program?** |  |
| **How will I be submitting letter** | Link will be sent to your email  Email letter to this account:  Signed hard copy required (provide address): |
| **Is there particular individual to whom the letter should be addressed?** |  |
| **Deadline for rec letter submission** |  |
| **List ALL Classes with me**  Include class, grade, and semester  *Example:*  PHYS 161, Spring 2022, B |  |
| **Describe ALL talks/projects**  **you did in my classes**  *Example:*  Spring 2022, talk on simulation of cotton ball released from rest |  |
| **Any awards or achievements?**  **Any obstacles to your success?**  *Example:*  First in family to go to college, ESL, etc |  |
| **Rate your oral & written**  **communication skills**  1 is bad, 5 is good | Written: 1 2 3 4 5  Oral: 1 2 3 4 5 |
| **5-6 attributes you think best describe you**  *Example:*  Hard-working, team-player, takes guidance well, mature, patient |  |
| **List clubs, volunteer activities, & work experience**  If club experience, include leadership role  If volunteer or work, describe what, when, where & approx. hrs/week |  |

Anything else you want me to know or think might be useful in your letter?

Write it up on the next page…

Include your CV or resume as well if you have it…