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	For example "Link will be sent to your email" "Email letter to this account: zzz@ggg.com" If a signed hard copy is required (provide address):
Is there particular individual to whom the letter should be addressed?	
Deadline for rec letter submission	
List ALL Classes with me <mark>Include class, grade, and semester</mark> *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…