

# Letter of Recommendation Request

**Your Name:** \_\_\_\_\_

**Today's Date** \_\_\_\_\_

**Letter Due Date** \_\_\_\_\_

(must be at least 2 weeks from today's date)

**To whom and for what purpose?**

(ie. To WSU for college entrance or General for scholarships)

\_\_\_\_\_  
\_\_\_\_\_

**This letter should be: (check all that apply)**

- Given to you (the student)
- Sent to the university/employer via mail (please provide me with an addressed envelope with proper postage)
- Sent to the university/organization electronically (specify) \_\_\_\_\_
- Other (explain)  
\_\_\_\_\_

**Before submitting this form, please attach:**

- A copy of the school's/organization's mission or guidelines that will help me understand who I am writing to and what they might want to hear
- A thorough, nicely done resume or activities list- annotate this by hand with points you would like to be sure I emphasize
- An unofficial copy of your school transcript
- If appropriate, an envelope with sufficient postage and properly addressed

**Selecting a Letter Writer**

- Select a person who knows you well and shows interest in you (counselor, teacher, coach, pastor, employer, etc)
- Select a person who is familiar with your potential and achievements
- Select at least one teacher whom you have had as an instructor in an academic subject (English, Math, Social, Science)
- Ask teachers with whom you have had more than once class (when possible)
- Select a person who has challenged you the most
- Select a person who could best explain your extra efforts in school or on the job

**Don't forget to THANK your letter writer!**

**1. List of classes you took with me and the grades you received in each.**

**2. Notable work you did in at least one class you took with me.**

**3. Describe your educational and future plans/goals.**

**4. Why do you feel you qualify for this college, scholarship or job?**

