

Letter of Recommendation Request Form

Dear Mr./Mrs _____,

I am asking that you write a letter of recommendation for me. Below is the information you will need to complete this request.

Thank you,

_____ (Student's name)

What is the purpose of this recommendation (check one)?

_____ College Admissions

_____ Scholarship

_____ Job Application

_____ Honors Program

_____ Other (please explain) _____

How should the teacher deliver this recommendation?

_____ Return to the student

_____ Mail to _____.

_____ Email to _____.

Date recommendation must be received? _____. (Students should always give teachers at least two weeks' notice to write a recommendation.)

Please answer the following questions to give your teacher direction in writing your letter:

Tell me about a time in a classroom when you were very proud of yourself.

Help me understand why you want to go to this university, get this job, scholarship, etc.

Why have you asked this particular teacher to write?

What do you think you have demonstrated in my class that I should praise?

How have you demonstrated independence, initiative, responsibility, and maturity in my class?

Was anything in my class particularly challenging for you? Eye-opening?

What was your favorite project/unit/topic in my class?

What colleges are you considering (in order of interest)?

If you have decided on a major, what is it and what is your career goal (job you would like to have one day)?

Is there anything specific that you want me to address about you?
