

LETTER OF RECOMMENDATION REQUEST FORM

Student Name: \_\_\_\_\_

Current Cumulative GPA: \_\_\_\_\_ Weighted GPA: \_\_\_\_\_

Reason for letter of recommendation: \_\_\_\_\_

Individual being asked to write a letter of recommendation: \_\_\_\_\_

When do you need the letter: \_\_\_\_\_

Do you need a printed copy, digital copy, or both? \_\_\_\_\_

Describe college/career plans:

\_\_\_\_\_

List all advanced courses completed and currently enrolled:

\_\_\_\_\_

List participation in clubs, activities, sports, and/or student organizations:

\_\_\_\_\_

List and describe awards and honors:

\_\_\_\_\_

Describe community service and church activities:

\_\_\_\_\_

List and describe employment experience:

\_\_\_\_\_

Describe travel and special cultural experiences:

\_\_\_\_\_

Describe your personal and professional goals:

\_\_\_\_\_

Explain anything special you would like included about you in the letter:

\_\_\_\_\_