

# LETTER OF RECOMMENDATION REQUEST FORM

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INSTRUCTOR: MRS. DAVIS

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

Date Needed by: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reason for Recommendation (Scholarship or College Names): \_\_\_\_\_

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Please fill out the following information as thoroughly as possible to ensure that the recommendation is comprehensive.

**Return completed request form with the following documents in an envelope, with your name and the date needed clearly written on the front, at least TWO WEEKS prior to the date the recommendation letter is needed. Incomplete requests or requests made with less than two weeks notice will NOT be accepted.**

- Letter of Recommendation Request Form
- Personal Statement and/or Admissions Essay
- Updated Resume
- Unofficial Transcript

**FIVE ADJECTIVES THAT DESCRIBE YOU BEST:**

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**GOALS:** (career, personal, short-term, long-term, other)

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**RECOMMENDATION FOCUS:** What are three things you would like highlighted in your recommendation?

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**ACHIEVEMENTS:** Describe three achievements in your life of which you are most proud.

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**PERSONAL BACKGROUND/SPECIAL CIRCUMSTANCES:** (i.e. life experiences, adversities overcome, first generation college student, low income, migrant family, etc.)

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**ACADEMIC INTERESTS:** What is your intended major(s) and/or areas of concentration? What courses have motivated you and why?

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**ACADEMIC STRENGTHS/LIMITATIONS:** What are your strengths and limitations in the classroom? What areas can you improve on?

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**HOBBIES/INTERESTS:** Outside of academics, what do you enjoy most?

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