

REQUEST FOR LETTER OF RECOMMENDATION

Name _____ Date needed (allow minimum 1 week): _____

Program major: _____ Approximate GPA: _____

Start date: _____ Expected completion date: _____

Goals:

Special skills/Abilities: (software, personal attributes, etc.)

Honors:

Clubs/Organizations:

Work/Volunteer experience/Community service: (please indicate if presently employed)

Family responsibilities: Yes _____ No _____

Hobbies/Other:

PLEASE ATTACH CURRENT RÉSUMÉ or ACTIVITIES CHART (optional)