

Request for Letter of Recommendation

(Please print!)

You only need to complete as much of this form as you reasonably can

Submitted: ____/____/____ (allow 4 weeks)	Due: ____/____/____	Sent: ____/____/____
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Name: _____ Graduation date: ____/____/____
_____(mo/yr) Phone: (____) _____

Major: _____ Minor(s): _____

GPA: Overall _____ In Your Major: _____

GRE scores: Verbal = _____ Quantitative = _____ Analytical = _____

Other Relevant Examinations

1. Exam Taken: _____ Score(s): _____
2. Exam Taken: _____ Score(s): _____
3. Exam Taken: _____ Score(s): _____

This letter is for: E.g., grad-school, practicum, job, scholarship, etc. Be as **specific** as possible (e.g., what program of study are you pursuing, type of degree (MA, PsyD, PhD), etc.):

A. Please send me this completed form as well as the following items:

- ____ 1. Vita/Resume.
- ____ 2. Autobiographical Statement. (Be sure to include any information that I am unlikely to know about that I could potentially include in your letter. For example, knowing that you were heavily involved in sports, school government, work, military, etc. while carrying a full course load is worth commenting on.)
- ____ 3. Any forms required (please complete your portions of them).

B. How will this experience/opportunity help your professional/personal goals?

C. What do you want me to target in my letter (e.g., strengths, experiences, weaknesses, any specific characteristics you want addressed)?

D. Who else is writing for you (name, title, place) and what will they target in their letter?

E. List any/all course(s) you have taken with me:

Course: _____ Grade: _____ Semester/Year: _____

Course: _____ Grade: _____ Semester/Year: _____

Course: _____ Grade: _____ Semester/Year: _____

Course: _____ Grade: _____ Semester/Year: _____

Course: _____ Grade: _____ Semester/Year: _____

Course: _____ Grade: _____ Semester/Year: _____

F. Describe other work you have done with me (be sure to specify what it was, when it was, and for how long). Make clear which items (if any) you want mentioned in your letter: