

Required Information for Letters of Recommendation

Name: _____
Grade: _____ Course: _____ Mod: _____

1. Why do you need the letter/recommendation?

- a. Job application
- b. College/university application
- c. Scholarship application
- d. General reference – may be used for multiple applications

2. Name of job/university/scholarship

3. Describe how you fulfill the requirements of the application? (Complete all that apply.)

a. **Personal attributes:** _____

b. **Academics:** _____

c. **Extra-curricular:** _____

d. **Work experience:** _____

4. How long have I known you? (e.g. course/club and year)

5. Is this letter supposed to be confidential? **YES** **NO**

6. If you require more than one copy of the letter, how many do you need? _____

7. By what date do you need this completed? _____

8. When is the application due? _____

Please attach your resume, application, guidelines/requirements, and any other supporting documents to this form.

I will mail the recommendation letter under separate cover, if necessary, as long as you have provided me a stamped and properly addressed envelope (typed), but please verify that I have done so. Otherwise, you may pick up your recommendation in class in one week.