

Requesting a Letter of Recommendation

Please spend a few minutes answering these questions
(even if you feel that I know you well).

Personal Life-long goals: _____

Career Goals: _____

Why you want to attend this (or these) school (s)/ apply for this scholarship: _____

GPA: _____

Events that have impacted you: _____

Awards or Honors achieved in school: _____

Extra Curricular Activities: _____

Strengths & Weaknesses (both, as many forms ask me for them): _____

At least 6 adjectives or phrases you would like mentioned that emphasize your
character: _____

What is unique/special about you that should be mentioned in this letter?

What is the most important thing you want the person reading the letter to know about you? (Please think specifically about what I can express, i.e. is this a personal reference, an academic reference, an activities reference? _____)

What is your favorite motto or quote and why is it important to you? _____
