

Student Name: _____ Deadline: _____

CHECK ONE: ☐ Updated resume is attached. ☐ Updated resume will be emailed.

Recommendation Letter Request Form

Students, hand-deliver this form to your instructor or counselor, and ask them in person for the recommendation. Do not submit someone's email address without talking with them first.

Intended Major: _____ Dream Job: _____

Choose one: ☐ Email letter to recipient. ☐ Student will pick up hard copy.

Recipient of the Letter, including mailing address/email:

What is the purpose of this recommendation?

☐ admission to college/program ☐ scholarship ☐ employment ☐ other

I chose you to write the recommendation because... _____

I contributed to learning in your classroom by... _____

A lesson in your class that especially intrigued me was.... _____

Five words that describe me: _____

Student: Follow up with a thank-you email to the teacher as a reminder.