**Letter of Recommendation Request Form**

To the student: To ensure that the recommender has sufficient time to complete his/her letter, please submit this form *at least* two weeks prior to the deadline. However, it is ideal to give the recommender ONE MONTH’s notice. Whenever possible attach your resume to assist the recommender.

Name (Student):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GPA:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Recommender’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*DEAR RECOMMENDER: Thank you so much for writing a letter of recommendation (LOR) for me. I have included some information that should describe my accomplishments, goals, and interests. When finished with the LOR, please upload on Naviance . See below for any other formats that I need for my LOR. I will be in contact in the next few weeks. Thanks you!*

**This letter of recommendation is for** *(name the scholarship or college)***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please write/submit my LOR in the following format(s)**:

[x] Please upload on Naviance (*this should always be done so that the DSF advisor and student can*

 *quickly access it if needed; please call Ms. Jasmine Rainey ext. 40496 for assistance in uploading LORs*

 *via Naviance*).

[ ]  Please type and print a letter

  Address the letter specifically to:

 Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 College/Scholarship Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Please write a generic letter that can be used repeatedly (“To Whom this May Concern”)

 I am providing an envelope for you to seal the letter.

[ ]  Please email your letter to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Please complete the additional *attached* form instead of writing a letter.

[ ]  Please complete the common application (CA) online; you’ll receive a log-in and link via email

 from CA.

[ ]  Please use the following URL to submit your letter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Please use the following URL to submit your letter:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THIS LETTER OF RECOMMENDATION IS DUE BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I will follow up with you on this date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STUDENT QUESTIONAIRRE ON NEXT PAGE**

**Questionnaire**

 (To be completed by student; print and write legibly *or* type responses)

1. Why are you interested in this school/program/scholarship/etc.?
2. In this Recommendation, please highlight or emphasize these things about me:
3. I am proud of these things about myself (i.e. awards, honors, school, work, volunteer activities and experiences); attach resume. Make sure to be detailed so that your recommender can know/remember all of your wonderful achievements. Attach an additional page if necessary.
4. These are my strengths:
5. This is what I hope to accomplish in college and in the future (career and life goals):

**Please check the documents that you are including:**

 Resume (recommended)  Transcript  Cover Letter  Newspaper Article

 Relevant School Work  Personal Statement/College Essay

 Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_