

Letter of Recommendation Request Survey

Student's Name: _____

What this letter is for: _____
Please mail to: _____

Due: _____

To help people write better Letters of Recommendation for you, please take a moment to answer a few questions. When you ask for a letter, provide this form as well. It will save you both a lot of time! Complete the Activities Chart also to help someone get an idea of the “larger picture” of who you are and what you’re involved with outside of the setting in which they have known you.

1. How do you spend your free time?
2. What makes you an individual, what makes you stand out?
3. Do you have any special talents? If yes, what are they?
4. What are your academic goals, where do you see yourself in three years?
5. What are your career goals, where do you see yourself in ten years?
6. Describe yourself in three sentences:
 - a.
 - b.
 - c.
7. How would your friends describe you?
8. What do you hope a Letter of Recommendation will say about you?
9. List one strength and one weakness:
 - a.
 - b.
10. List your top 5 highlights from the last four years:
 - a.
 - b.
 - c.
 - d.
 - e.