Letter of Recommendation Request Form

Ms. Marshman

I am happy to write your letter of rec, if given at least two weeks notice from due date.

Student requesting the letter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the recommendation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(i.e. scholarship, college, summer program)

Due date for recommendation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Top of Form

Type of recommendation Hard Copy online

Top of Form

Letter to be directly mailed from teacher Yes  No

Addressed/Stamped Envelope Included  Yes  No

Please answer the following when requesting your Letter of Recommendation:

1. Resume or a list of your previous and current jobs, extracurricular activities, language fluency, skills, honors, awards, volunteering
2. A description of your family situation including but not limited to:
   * 1. Immigration history (as best you know)
     2. How many family members you live with, and who they are
     3. Parents’ occupations
     4. Parent’s highest education level completed
     5. Extenuating circumstances or challenges that you or your family has faced (including any financial or emotional hardships)
     6. District you live in
     7. Whether your family rents or owns the home
3. Your career and/or educational goals
4. What you like to do for fun, or what your passion is (ie hobby, music, etc)
5. Two words that describe you, and why
6. A challenge that you overcame, and how you overcame it
7. A copy of your personal statement (can be a draft)
8. A list of the universities you are interested in applying

All above items *cannot* be submitted via email. Please give me a hard copy and allow about 5 minutes meeting with me so that I can ask you clarifying questions about your information.