

Request for Letter of Recommendation

Name:

Class Year:

Major(s):

Concentration(s):

GPA:

Faculty Member Name:

Name of the program/position you are applying for:

Name and address of the person to address the letter to:

1. What courses of mine have you taken? When? What grade did you earn in each one?
2. Tell me briefly about one significant paper or project you worked on in one of those courses. Please be as specific as possible: which course was it? When? What exactly did the project or paper involve? What did you learn from carrying it out?
3. Have you studied abroad? If so, when and where? What was the most significant aspect of this experience? To what extent and how did the experience change you?
4. Have you completed any internships or research experiences? What was the most significant aspect of this experience? To what extent and how did the experience change you?
5. Why are you applying for this program/position? How will this program contribute to your personal/academic/professional goals?
6. What knowledge, expertise, experience, do you bring to this program/position?