As you complete the form, be sure to include and emphasize positive qualities and experiences that the job, scholarship or college is looking for. Include other information about yourself that would be helpful in writing a recommendation, such as any special skills you possess. Be sure to make a list of people who can really speak to your skills/talents & character.

**Recommender List:**

**#1 Recommender:**

**Relationship to Recommender:**

**Notes:**

**Date of Request:**

**#2 Recommender:**

**Relationship to Recommender:**

**Notes:**

**Date of Request:**

**#3 Recommender:**

**Relationship to Recommender:**

**Notes:**

**Date of Request:**

This form provides information to assist people as they write letters of recommendation. Please make sure to include a copy of your Involvement Record.

**Student’s Complete Name:**

**Year in School:**

**Career Path/Program/College/Military Student Plans to Pursue:**

**Intended Major:**

**High School Attended:**

**Deadline for Letter of Recommendation:**

**Honors I have received (Include dates):**

**Activities/Clubs/Organizations/Sports (Include dates & # of years):**

**Volunteering/Community Service (Include dates):**

**Interests & Other information about me:**