

## REQUEST FOR LETTER OF RECOMMENDATION

Name \_\_\_\_\_ Date needed (allow minimum 1 week): \_\_\_\_\_

Program major: \_\_\_\_\_ Approximate GPA: \_\_\_\_\_

Start date: \_\_\_\_\_ Expected completion date: \_\_\_\_\_

**Goals:**

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**Special skills/Abilities:** (software, personal attributes, etc.)

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**Honors:**

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**Clubs/Organizations:**

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**Work/Volunteer experience/Community service:** (please indicate if presently employed)

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**Family responsibilities:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Hobbies/Other:**

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**PLEASE ATTACH CURRENT RÉSUMÉ or ACTIVITIES CHART (optional)**