

Letter of Recommendation Questionnaire
(Please attach a current copy of your resume)

Student Name _____

Submission Deadline: _____

1. What is the letter of recommendation for? (Please list or attach any information that might help me know what the requirements are for the letter or what I might need to specifically address in the letter.)

2. Where will the letter be sent (provide an address if it needs to be mailed)?

3. What is your intended major?

4. Please list 2-3 activities/experiences/accomplishments that have meant the most to you (school activities, work, community involvement, church, personal/school experiences, etc). Please also explain any of the following to help me write about your involvement: What did you learn about yourself from the activity/experience? Why did you join or get involved? What was your favorite or most memorable experience?
 - a.

 - b.

 - c.