

Letter of Recommendation Request Form

Directions: Fill out everything as best as you can. Print a copy and give it to the person you would like to provide a letter of recommendation for you. Please allow 2 - 3 weeks before any deadline to allow enough time to write your letter.

Student Name/Pronouns: _____ Grade: _____ Student ID: _____

Teacher Name/Pronouns: _____ Student Email: _____

Deadline for Application: _____

Address Letter To/Pronouns: _____

Schools:

College/University	Major

In less than 50 words, how would you describe yourself?

Why have you chosen the major(s) that you have?

What is your favorite class in high school and why?

What ACADEMIC accomplishment are you most proud of and why?

What NON-academic accomplishment are you most proud of and why?
(can be in and/or out of school)

What sets you apart from your classmates who have similar grades?
(include any special talents, interests, strengths or passions)

What have been the most significant experiences in your life?

What have been the greatest challenges in your life that you have overcome?

Awards and Honors:

Award	Reason	Year Received

Clubs / Sports:

Club / Sport	Position / Leadership Role	Years

Community Service:

Organization	Description	Years AND hours total

Work Experience:

Employer / Position	Duties	Years

Is this letter for a specific scholarship / job / opportunity? Please provide any information that will be useful to know about this specific opportunity.

Anything else you would like to highlight or let the recommender know?

Courtesy of:
 Janette Valenzo, USC Rossier Graduate Student
 valenzov@usc.edu
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