

REQUEST FOR LETTER OF RECOMMENDATION FROM THE UNIVERSITY HONORS COLLEGE

As a service to our students and upon request, the University Honors College prepares letters of recommendation. Since recommendations are often extremely important in admission to graduate and professional school, in competition for scholarships, and in applying for jobs, it is often best if they are written by a faculty member who knows you very well. **We encourage you to request letters of recommendation from faculty with whom you have worked closely.** If you would like the Honors College to prepare a letter for you, please complete this form and attach any supporting documents and/or applications.

Note that a minimum of TWO WEEKS NOTICE is required for letters of recommendation.

Who within the Honors College office would you like to have write this letter of recommendation?

(If you do not specify an individual, your letter will go out over the signature of the Dean)

Your name: _____ Your major(s): _____

Your G.P.A. _____ Expected graduation date: _____

This recommendation is for (scholarship, job, school, etc.) _____

This recommendation is due: _____

This recommendation should be addressed to (attach a separate list if necessary):

Name: _____ Title: _____

Address: _____

City _____ State: _____ Zip: _____

Will you pick this letter up: _____ Should Honors mail it to the addressee? _____

Please give a brief description of any applicable work experience you have, and of your college and Honors activities (volunteer work, sports, groups you belong to, etc.). Specifically address issues asked for on your application so the letter will be relevant.

(CONTINUE ON BACK OF THIS PAGE IF NECESSARY)