



Math Engineering & Science Achievement

**REQUEST FOR LETTER OF RECOMMENDATION**

Today's Date: \_\_\_\_\_

**Please allow a minimum of two full work weeks for a letter of recommendation.**

Complete the information requested and answer the questions below to help MESA faculty write a letter of recommendation for you. Print all the information on this form and use black ink. Please attach to this request any special form that may need to be filled out on your behalf.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Cell Number: ( ) \_\_\_\_\_

Academic Major: \_\_\_\_\_ Transfer College: \_\_\_\_\_

Educational Goal: \_\_\_\_\_

Career Goal: \_\_\_\_\_

Please list the name and address of the scholarship organization or college to which this letter is being sent. Include a contact name if appropriate.

| Organization/College | Contact Name (if applicable) | Address | City, State, Zip |
|----------------------|------------------------------|---------|------------------|
|                      |                              |         |                  |
|                      |                              |         |                  |
|                      |                              |         |                  |

Please check the appropriate comment below and give a deadline date.

The letter must be mailed directly by the following date: \_\_\_/\_\_\_/\_\_\_

The letter will be picked up from the MESA Center by the student by the following date: \_\_\_/\_\_\_/\_\_\_

Please explain in detail the purpose of this letter (scholarship, internship, research program, admission to a transfer university, etc.)

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Please write 5 adjectives that describe the kind of student you are.

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Please write 5 adjectives that best describe the kind of person you are.

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Please explain in detail what contributions you have made to the MESA program.

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Please explain in detail how the MESA program has been of help to you.

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Please explain in detail what, if any, leadership skills you have demonstrated.

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Please list any extra-curricular activities that you have participated in outside of the MESA program.

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If applicable, please explain what class you took with me (Susan Crowther), which semester, what was your favorite assignment or topic discussed in class and why, and what grade you earned in my course.

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Please explain any obstacles you may have experienced in your life and how you have overcome them in pursuit of your education?

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Please explain why you think that you will be a successful student at the university.

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Please explain what activities outside of taking college courses have prepared you for your major and/or future career?

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Please explain any special contribution you have made to your family, school or community that make you proud.

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Please list your work experience below:

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|-----------------------------------|---|
| Company: _____                    | Dates of Employment: ___/___ to ___/___ |
| Duties or Responsibilities: _____ |   |
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