

**REQUEST FOR RECOMMENDATION LETTER**  
**DEPARTMENT OF FAMILY SCIENCE**

Recommender: \_\_\_\_\_ Date needed by: \_\_\_\_\_

Name (first, last, initial): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Graduation date: \_\_\_\_\_

I have known you since: \_\_\_\_\_

This recommendation is for: \_\_\_\_\_ Graduate School \_\_\_\_\_ Law School \_\_\_\_\_ Job

What type of graduate degree or job do you seek: \_\_\_\_\_

\_\_\_\_\_

My major is: \_\_\_\_\_

Major GPA: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Test scores you would like mentioned (GRE/SAT/LSAT/etc):

\_\_\_\_\_

What courses have I had you for?

Course:	Semester:	Your Grade:
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe your internship experience—agency, type of work, and your duties/activities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

List and comment on campus extra-curricular activities you have engaged in while a student. Include campus volunteer groups, honor societies, activities, etc., and the extent to which you have actively participated.

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List and comment on your off-campus volunteer activities while a student, including the extent to which you participated.

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List and comment on paid work you have done, including jobs and job responsibilities:

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Have you been involved in any research on campus? \_\_\_\_ Yes \_\_\_\_ No  
If so, describe the project, faculty researcher, and your research activities:

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What do you consider to be your strong points as a student?

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What do you consider to be your strong points as a person?

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What else would you like me to know about you?

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**Please list places you want the recommendation sent, attaching relevant forms or complete addresses. Also please attach a copy of your resume. Continue on separate pages if necessary.**

University/Agency	Degree/Job	Form (yes or no)	Due Date
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