

Complete this form before asking for a letter of recommendation. This will provide your recommender with information about you and the award you are applying for. *Also provide your current resume/CV and drafts of any application essays.*

ABOUT THE APPLICANT	
Name:	Email:
Major, minor, or degree program:	
Expected graduation date:	

RELATIONSHIP WITH THE APPLICANT
How do you know the recommender? How long, and in what contexts? (Classes, research, teaching assistant, employment, volunteer activity, etc.) Give details and dates; if a course, give your final grade.
What do you most hope the recommender will write about you?

AWARD INFORMATION
Award name:
Selection criteria:
Deadline and instructions for submitting the recommendation. Include correct email or website address.

APPLICANT QUALITIES AND EXPERIENCES

List your 3 strongest qualities as they pertain to the award you are applying for.

1.

2.

3.

Discuss the academic experiences that make you a strong candidate for this award.

Discuss the leadership experiences that make you a strong candidate for this award (if relevant).

Discuss any other experiences or qualities that make you a strong candidate for this award.

What else should your recommender know that hasn't been addressed above?