

Letter of Recommendation Information Sheet

Student Name: _____

Student Major: _____ Student Graduation Date: _____

The following information provided when provided to those you wish to serve as recommenders for graduate school admission or employment can be especially helpful to the recommender as they recall your most significant qualities. Include your resume with this sheet as well.

Note to Student: Indicate to the recommender if the letter is for graduate school or employment. Explain what types of opportunities you are pursuing and why. If you want a general letter of recommendation, inform the recommender.

If you are giving this to a faculty member, please indicate the courses you have taken from the person as well as the semester and year. If you are giving this to a current or previous employer, indicate the job you held and the dates of employment. _____

1. List your cumulative GPA, if it is above a 3.0; list your Major GPA if above 3.0. Include any academic honors, dean's list, academic scholarships or academic societies.
2. List your extracurricular activities and community service activities, including sports, student clubs or organizations.
3. Indicate your type and hours of work while in school, both on- and off – campus.
4. Indicate your summer work experiences.
5. Indicate your internships.
6. Indicate your volunteer experiences.
7. Indicate any special (non-academic) awards, e.g., art or design competition