**Request Form for Letter of Recommendation**

**Instructions:** Fill out **one form for each letter** you want your recommender to write, EVEN IF there is online submittal procedure.  Then, **email this form and your resume** (vita) along with any other pertinent documents that you think will help us write the best letter possible, such as your entrance essay, research abstracts, an old term paper, etc.

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**WHEN IS THE LETTER DUE?**

**HOW DO WE KNOW EACH OTHER?**

1. Your full name:
2. In which semester did you begin at Gustavus?
3. In which semester will you / did you graduate?
4. What is your current cumulative GPA? What is your major GPA?
5. List all classes that you have taken with the recommender, with final (or midterm) grades earned.
6. List any out-of-class activities (incl. academic advising, clubs, volunteer events, departmental participation, other) where the recommender would have gotten to know you as a professional.

**WHO IS TO RECEIVE THE LETTER?**

*Even if emailed, a business letter should have the physical mailing address for the institution at the top of the page, so do not leave anything in this section blank!*

1. University/Organization/Company name:
2. Degree program (M.S. or Ph.D.) or Position title:
3. Correct department name (e.g., Biology or Biological Sciences):
4. Name of person/committee to whom letter should be addressed:
5. Street address for mailing:
6. Will this organization e-mail recommenders for online reference submission?

**WHAT SHOULD THE LETTER SAY?**

*Note that recommendation letters must be based on* ***actual observations****. This means that your letter writer cannot describe (in any meaningful way) work that they did not actually see you perform!*

1. Reason(s) you are interested in this internship, program or job:
2. Anything particular you would like THIS letter to emphasize? *(For instance, does the advertisement request certain knowledge, skills or qualities?  Or, do you want it to focus on something specific, like your research project?)*

**OPTIONAL INFORMATION:**

*Briefly* describe a situation in which you demonstrated any of the following qualities. Descriptions must include actual events, not just agreement (e.g., “I am highly motivated” is NOT evidence.):

1. Ability to work independently.
2. Ability to work with student colleagues.
3. Motivation and/or Leadership ability.
4. Honesty and integrity.