

# REQUEST FOR LETTER OF RECOMMENDATION

DJD 01/14

<b>DATE NEEDED</b>		<b>NOTE:</b> This date should be at least the date it needs to be mailed. Check the deadline requirements carefully ... does it need to be <i>received</i> by a certain date, or <i>postmarked</i> by a certain date.
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**Note:** I (the writer) generally mail/email the Letter of Recommendation. If it must be included with your application, please check the box indicating how you want to be contacted so you can pick up the letter:

email me, please.

- **To help me write the letter for you**, please complete the following form (a .pdf with fillable text fields, or print it out and fill in by hand - **PRINT LEGIBLY**). Continue on the back if necessary (indicate with an arrow), or on another page.
- Allow at least one week for your letter to be prepared after you submit the form. **Attach your Transcript.**
- Attach any pertinent information about the program to which you are applying (flyer, printout of web info, etc.)

LAST Name	First Name	AHC H-Number <b>H</b>	
e-mail		Major	
Phone		Transfer University	
Career Goal – What do you want to do for work?		Degree Goal (B.S, M.S., PhD, etc.; major if different)	
Overall GPA at AHC (estimate)	Total Units taken at AHC	Current Units at AHC	Current Hours per Week Working

**Info about the program:**     **Scholarship**     **Internship**     **Other:** \_\_\_\_\_

Program/Organization <i>(give official name).</i>	
What are the Criteria or Qualifications of the program?	
Address the Letter to whom? <i>(give title/name of person of program, mailing address; e-mail, etc.).</i>	
1. What are some <b>qualities</b> about yourself that you feel I (the letter writer) should know? Include <b>awards, achievements</b> and <b>obstacles</b> overcome (e.g., first in family to attend college, single parent, etc.).	
2. I belong to the following <b>clubs, organizations, athletic programs</b> . Indicate officer/leadership positions and other active volunteering:	
3. What <b>volunteer activities</b> have you participated in during the past 2 yrs? (what, when, where, approximate hrs/week).	
4. List your <b>work experience</b> during the last 2 years (what when, where, approximate hrs/wk, position).	