

Request for Letter of Recommendation

1. Name:
2. Name of faculty member from whom you are requesting a letter of recommendation:
3. Name and address of person to whom you would like the letter sent:
4. Major/s:
5. Minor/s:
6. SHSU Overall GPA:
May we use this in your letter of recommendation? Yes No
7. Major GPA:
May we use this in your letter of recommendation? Yes No
8. Please list the courses and grades that you have had with the instructor from whom you are requesting a letter of request:

Course	Grade	Course	Grade

9. Please list any academic honors that you have received including membership in Honor Societies:
10. Please list any clubs or organizations to which you have belonged while in college and, if you were an officer in the club, please indicate the position you held:
11. Please list jobs that you have held, especially those that are relevant to your career goals and/or which provide insight regarding your work ethic. (Include TA positions at SHSU)
12. What are your career goals?