

HONORS COLLEGE

REQUEST FOR LETTER OF RECOMMENDATION

As a service to our students, upon request, the Honors College prepares letters of recommendation. Since letters of recommendation are important, we encourage you to request letters of recommendation from faculty with whom you have worked closely.

A MINIMUM OF TWO WEEKS NOTICE IS REQUIRED FOR LETTERS OF RECOMMENDATION.

Who within the Honors College Office would you like to have write this letter of recommendation?
(If you do not specify, your letter will go out with the Dean's signature.)

Name: _____ SAM ID: _____

E-mail: _____ Phone: _____

Major(s): _____ Minor(s): _____

SHSU GPA: _____ Expected Graduation Date: Spring Fall Summer 20_____

This recommendation is for the following purpose (scholarship, job, school, etc.):

When is the letter of recommendation due? ____/____/____

This recommendation should be addressed to:

Name: _____ Title: _____

Address: _____ City: _____ State: ____ Zip: _____

I will pick up the letter Please mail this letter to the address given above

PLEASE ATTACH:

- ❖ A brief description of any applicable work experience you have
- ❖ Any extracurricular activities you have been involved with during your academic career. (i.e. volunteer work, sports, offices held, organizations, etc.)
- ❖ Specifically address issues asked for on your application so the letter will be relevant.

PLEASE ATTACH YOUR ACADEMIC TRANSCRIPT.