

Student's Name: \_\_\_\_\_

The purpose of this letter of recommendation: \_\_\_\_\_

Please mail to: \_\_\_\_\_  
\_\_\_\_\_

Due by: \_\_\_\_\_

To help people write better letters of recommendation for you, please take a moment to answer a few questions. When you ask for a letter, provide this form as well. It will save you both a lot of time! Complete an OSAC Activities Chart also to help someone get an idea of the "larger picture" of who you are and where your interests lie.

1. How do you spend your free time?
  
2. Do you have any special talents? If yes, what are they?
  
3. What are your academic goals; where do you see yourself in three years?
  
4. What are your career goals; where do you see yourself in ten years?
  
5. What do you hope a letter of recommendation will say about you? Describe yourself in three sentences:
  - a.
  - b.
  - c.
  
6. List one strength and one weakness:
  - a.
  - b.
  
7. List your top 3 highlights from the last four years:
  - a.
  - b.
  - c.