

Letter of Recommendation Information Form

Instructions

Complete this form and present it to your instructor when you are requesting him or her to write you a letter of recommendation. Keep in mind that you should include information that will provide a good idea of your strengths, interests, and goals that set you apart from your peers. If you have a digital portfolio and/or written statement that you are submitting along with your application, send your recommender a copy or link in addition to this form.

You must fill out ALL FIELDS of this form. If you have no information to include in a specific field you must write 'NOT APPLICABLE' and your letter will reflect this.

NAME: __

GPA:

What are you applying for?

Circle or Bold one option per form: Transfer, Scholarship, Job, Internship

Name of academic institution, scholarship, place of employment or internship:

Department & Major if your intension is to transfer:

Deadline to submit letter:

How to Submit: e-mail or physical letter:

Include the mailing address or e-mail address (if you are applying to more than program/opportunity, please provide all the address) :

Academic Goals

Describe your academic interests in more detail, and how these relate to what you would like to study or pursue as a career when you complete your degree at WCC.

Academic Accomplishments & College Activities

List any scholarships, awards, leadership roles, clubs, etc. that you may have received or participated in while attending WCC.

Life outside school

List any activities or experiences outside of WCC that are relevant to your studies such as work experience or community service.

Overcoming Obstacles

Please list any other special circumstances that display either a need for financial assistance or your ability to overcome obstacles.