

**MEREDITH COLLEGE
REQUEST FOR RECOMMENDATION**

The most effective recommendations are often those that communicate the most pertinent information about you. This form has been prepared to enable us to do just that. Please try to be as complete as possible. Please print or type.

Your Name _____ Date _____

Your Local Address _____ Local Phone _____

Your Home Address _____ Home Phone _____

_____ Major(s) _____

Your E-mail Address _____ Advisor _____

OPPORTUNITY FOR WHICH YOU ARE APPLYING: Grad School ___; Work___;Other___

(Please specify. If more than one, please attach a list including the following information for each one.)

Name and title of specific person to write to. (Please be sure to spell it correctly.)

Name of school or employer: _____

Address: _____

Specific program or job: _____

Date recommendation is due: _____

This recommendation can be mailed by the professor () or must be returned to you (). Please check one.

FACTS ABOUT YOU: Title of courses taken with me, semester and year, and grades earned:

Special projects that you have worked on with me (with approximate dates):

Special projects that you have worked on with others (with approximate dates):

Developed by & Courtesy of the Department of Psychology

Minor(s) _____ Certificates or licenses that you are seeking: _____

Approx. overall GPA _____ Approx. GRE scores (V/Q/A) _____ Advanced GRE _____

Approx. grade averages: In major(s) _____ Minor(s) _____ Cert./Lic. _____ Jr/Sr _____

Honors related to your major(s) (with approximate dates):

On campus activities related to your major areas:

Other **on campus** activities:

Off campus activities related to your major areas (e.g., work experience, co-ops, practica, field experience, volunteer work, professional organizations, articles written, papers presented, conferences attended, etc.):

Other **off campus** activities related to the opportunity for which you are applying (not indicated above):

Abilities, skills, and competencies you possess that might be valuable to you in the opportunity for which you have applied (e.g., specific computer software programs, word processing, research, statistical, behavior modification, counseling, testing, interpersonal, teaching, math, business). Please be as specific as possible.

Why do you *really want* the opportunity that you are applying for?

What are the *most important reasons* why you should be chosen to receive this opportunity?

What *other points* should be considered in writing your recommendation?

Please include your resume/vita, other related items (e.g., statement of goals), and any recommendation forms/envelopes.