Dear: ______________________________________

I would appreciate your consideration in writing a letter of recommendation for me. If you agree, I would need this letter completed by ________________________________.

This letter will be used for:

☐ Scholarships
☐ Employment

You may address the letter as follows:

To Whom It May Concern: (or) ________________________________________________

The following would be helpful when you write this letter:

1) Please write on company letterhead or use a company stamp. If these items are not available to you, please be sure to include the following information:
   a. company name, address, city, state, and zip code
   b. company phone number
2) Please type the letter.
3) Please date the letter.
4) Please include the dates I have known or worked for you.
5) Please include the capacity in which you have known me (student, employee, co-worker, etc.)
6) Please include your complete name and title in your signature.
7) Please sign the letter.

As you write the letter, the following information might be helpful to you:

1) My Skills:
   _______________________________________________________________________

2) My Personal Qualities:
   _______________________________________________________________________

3) College/Career Goals:
   _______________________________________________________________________
   _______________________________________________________________________

4) Please reference the attached activities chart for additional information.

Thank you for your help and consideration.

Sincerely, ________________________________________________