

## RECOMMENDATION REQUEST FORM

Name: \_\_\_\_\_

Due Date: \_\_\_\_\_

Class of: \_\_\_\_\_

Must be postmarked by: \_\_\_\_\_

For what purpose do you seek a letter of recommendation?

What strengths/qualifications/achievements/skills make you a strong candidate for this particular opportunity? What distinguishes you from other candidates?

Are there any other things about you it would be helpful to know?

Who are your other recommenders?

Please attach the following with this form, as applicable:

- A copy of your resume/CV
- All available information on the opportunity for which you are applying, including descriptions, deadlines and instructions
- Any forms or coversheets to be submitted with the letter, filled out to the best of your ability
- A stamped, self-addressed envelope

\*\*\*If you do not hear from the Branford Dean's Office regarding the status of this request, please contact us.\*\*\*