



As a service to our students and upon request, faculty in the Honors College will prepare a letter of recommendation. Since these are often extremely important in admission to graduate and professional school, in competition for scholarships, and in applying for jobs, it is best if they are written by a faculty member who knows you very well. *We encourage you to request letters of recommendation from faculty with whom you have worked closely.* If you would like us to prepare a letter for you, please complete this form and attach any supporting documents and/or applications.

**Note that we will require a minimum of TWO WEEKS to complete this request.**

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### Who from the Honors College are you asking to write this letter of recommendation?

\_\_\_\_\_

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### Information about you:

Name: \_\_\_\_\_ WSU Email: \_\_\_\_\_

WSU ID: \_\_\_\_\_ WSU GPA: \_\_\_\_\_ Phone you answer: \_\_\_\_\_

Your major(s): \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

### This recommendation is for:

Scholarship: \_\_\_\_\_ (Include all information.)

Job: \_\_\_\_\_ (Title and requirements.)

School: \_\_\_\_\_ (What school/program?)

Other: \_\_\_\_\_ (Give details!)

**This recommendation is due:** \_\_\_\_\_ (Date)

**Via:** Email: \_\_\_\_\_ Web page: \_\_\_\_\_ (URL)

US Mail: \_\_\_\_\_ (Address)

**I will pick this letter up when advised it is ready:** Yes / No

### This recommendation should be addressed to:

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Please give a brief description of any applicable work experience you have, and of your college and Honors activities (volunteer work, sports, groups you belong to, etc.). Specifically address issues asked for on your application so the letter will be relevant.

**PLEASE ATTACH OTHER PAGES AS NEEDED. Be sure to include all documentation and requirements.**

*(Revised May 2017)*