

Office of Career Services

Letter of Recommendation Request

To ensure your recommender has ample time to write you a recommendation letter, please take a few minutes to fill out this form prior to requesting a letter. Be sure to give your recommender at least two weeks notice to write a letter on your behalf. Please complete the following information with as much as detail as you can and then give a copy to your recommender. Thank you!

Student Name: _____ Date Requested: _____

Year in School: _____ Major: _____

GPA: _____ When do you need this letter by? _____

Who am I sending this letter to? Please include their name, their job title, the name of the organization they represent, their mailing address, a reliable phone number for them, and their email address.

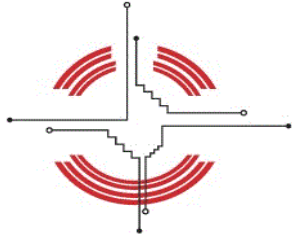
Name: _____ Job Title: _____

Organization: _____

Mailing Address: _____

Phone Number: _____ Email: _____

What is this letter for? Provide as much detail as you can. If this is a letter for a general scholarship, indicate that. If this is a letter for a specific scholarship or program, tell me more about them and about this scholarship.



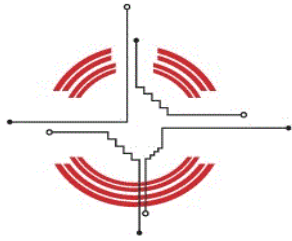
Nitsáhákees *Nahátá* *Tina* *Siihasin*
NAVAJO TECHNICAL UNIVERSITY

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Why do you think you deserve this scholarship? Tell me why you want this scholarship and how will it help you achieve your career goals.

What do you feel is your most significant accomplishment? Be specific and provide as much details as you can.

What are your strongest academic areas? Why do you think you are strong in these areas?



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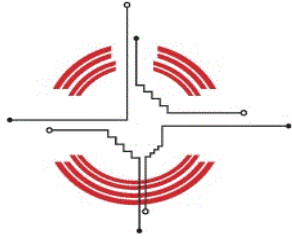
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What things are you most passionate about? (Could be a hobby, sport, music, political issue, etc.)

List any extracurricular activities you are involved with either in school or in your community. Examples: National Technical Honor Society, Student Senate, AIHEC, etc.

What are the top four skills and abilities that you can offer any organization, program, school, job, etc.? Examples: detail oriented, quick learner, personable, independent worker, etc.

What personal/academic qualities would you like your recommender to emphasize in your letter?



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Additional information you would like your recommender to know about you:

Please send your recommender a copy of your resume and any additional information for the scholarship or other opportunity you are applying for. Also, remember to give your recommender at least two weeks notice to write your letter. While optional, it is a good idea to send a heartfelt thank you note to your recommender after he/she writes on your behalf. Lastly, keep your recommender updated about the status of your scholarship application. Don't keep them in suspense! Good luck!