

REQUEST FOR FACULTY RECOMMENDATION

Directions:

1. Ask faculty first if they will provide you with a recommendation. If they say yes, fill out this form and submit to them.
2. Submit this request for faculty recommendation to desired faculty, allowing a minimum of two weeks for completion.
3. Attach a Resume or other personal information that will help the faculty member write the recommendation.

Date request submitted _____ Date needed _____

Request submitted to (faculty name) _____

Request submitted by (student name) _____ Level__

Dates of association and in what capacity you knew the faculty member (for example semester and year and what course you had the professor)

I hereby give permission to Professor _____ to write a letter of recommendation to:

Name: _____

Title: _____

Organization: _____

Address: _____

City

State

Zip Code

How is recommendation going to be submitted? (Electronic or in writing?) _____

Recommendation is sought for specify award, position, etc.) _____

Student's Cumulative GPA: _____ Most recent nursing GPA: _____

On a separate sheet of paper:

1. Describe professional, student, or community service activities in which you have been involved. Include any committees on which you have served or offices that you have held.
2. Describe any relevant work experience, internships or externships that you have. Include pertinent volunteer activities.
3. Describe other activities, awards, or qualities that you feel should be highlighted in this recommendation.

I verify that the data supplied with this request is accurate. I _____ waive _____ do not waive my right to review a copy of this letter at any time in the future.

Signature: _____

Date: _____