



Reference Letter Request Template

To be submitted at least two weeks before the first letter is due

Attach your CV along with this request form

1. Full Name and Contact Information (email, phone):

2. Academic Program and Year of Study and (Expected) Graduation Year:

3. Specific Purpose of Reference Letter (graduate application, internship, job application):

4. Relationship with You (e.g., student in your class, research assistant, mentoring):

5. Courses Taken with You (if applicable):

a) Course Title and Year

b) Titles or Focus of Projects/Essays Submitted for Each Course

6. Extracurricular Involvement or Projects Relevant to the Application:

a) Roles and Responsibilities

b) Achievements or Outcomes

7. Achievements or Accomplishments (academic and non-academic) Relevant to the Application:

a) Honors, Awards, Scholarships

b) Leadership Roles

8. Any Challenges Overcome or Special Circumstances to Highlight:

a) Personal or Academic Challenges

b) How Challenges were Addressed or Overcome

9. Career Goals and Aspirations:

a) Short-term and Long-term Goals

b) How the Position/School/Program Aligns with Career Aspirations/Future Goals

10. Any Additional Information the Student Deems Important for the Application:

a) Any Other Relevant Details the Student Wishes to Include

b) Optional Samples of Work (written or visual)

Please provide a list of application venues, deadlines, and submission details below:

| | Recipient of Application (Name of University or Company...) | Application Deadline (DD/MM/YYYY) | Application Submission Details (online portal, email, physical address) and any specific format or guidelines required |
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