

## **Student Questionnaire for Letter of Recommendation**

### **Personal Information**

1. Full Name:
2. Email Address:
3. Contact Number:

### **Academic Information**

4. Major/Area of Study:
5. Current GPA (if comfortable sharing):
6. Relevant Coursework and (current) Grade (list any courses taken with me):

\*How long have we known each other, and how did our professional relationship begin?

### **Extracurricular Activities**

7. Clubs, organizations, or sports you are involved in:
8. Leadership roles or significant contributions in these activities:

### **Achievements and Awards**

9. Any academic or extracurricular honors and awards:

### **Career and Academic Goals**

10. Your short-term and long-term goals:
11. Reasons for choosing this particular field or major:

### **Recommendation Specifics**

12. The purpose of the recommendation (e.g., scholarship, internship, job, graduate school):
13. Any specific skills, qualities, or experiences you would like me to highlight:
14. How have you demonstrated these skills or qualities in the past?

**Additional Information**

15. Any challenges or personal circumstances that have impacted your academic or extracurricular performance:

16. Any additional background information you believe is pertinent to your recommendation letter. This may include being a first-generation college student, special family circumstances, cultural background, or unique experiences that have shaped your academic journey.

**Submission Details**

17. Deadline for the recommendation letter:

18. Format and submission method preferred (email, online portal, etc.):

**Acknowledgment and Signature**

19. The signature below acknowledges that the thoroughness and accuracy of the information provided in this questionnaire directly influence the detail and effectiveness of the recommendation letter.

Student's name (print):

Signature:

Date: