

Requesting a Letter of Recommendation from the Department of Social Work

1. Prepare a cover letter explaining the school or job applying to, where to send the letter, and when you need it completed by **(MINIMUM 7 DAY NOTICE REQUIRED, BUT 2 WEEKS ARE APPRECIATED)**. Please also indicate if it needs to be in a sealed envelope.
2. An optional resume can be included as well.
3. Complete this form and email it to the professor(s) you need a letter of recommendation from, along with a cover letter and resume (if you have one).
4. Follow up with the professor in 3 days if you haven't received confirmation that they received this request.

Date of Request	
Name	
Email Address	
Who are you requesting a letter of recommendation from?	
Date you need letter completed:	
Overall GPA	
Major GPA	
What are you applying for?	
Who is the recommendation letter going to (Name, Position, and Address)	

List conferences attended, leadership roles on and off campus, club involvement, sports teams, etc.

List past and current placements:

Any academic or disciplinary issues we should be aware of?

What are your plans after graduation?

What are your professional goals?

What specific role, program, or opportunity are you applying for, and why are you interested in it?

What skills or qualities do you hope I will highlight in my recommendation? Can you give me specific examples of when you demonstrated these?

How have you grown as a student and as a professional since we first met?

Describe a challenge you faced in your social work education/profession and how you addressed it.

Is there Anything else you would like to share to help with the recommendation?

REMINDER: Send this form, cover letter, optional resume as attachments to the professor(s) that you are requesting a letter of recommendation from!