

# EMHS Letter of Recommendation Request



Student's Name \_\_\_\_\_

Recommender's Name \_\_\_\_\_

Date Needed \_\_\_\_\_

*I waive my rights to this letter of recommendation.* \_\_\_\_\_  
*Initials*

1. Indicate the name of the position/program/school/scholarship/etc. *and* a description or brief relevant information about it.

2. Provide a short statement of why you are interested in *this particular* position/program/school/scholarship/etc. and how it *specifically* fits into your short or long-term goals.

3. Provide the name and title of the person who will receive the completed letter, if known.

4. Provide the address, website or email where the letter is to be submitted or indicate if it should be submitted with your Common Application or through Naviance. Or you may indicate if you will pick up the recommendation personally. (If you expect the person to mail the recommendation, be prepared to provide a stamped envelope.)

5. Attach a complete Letter of Recommendation Questionnaire from Naviance.
6. Attach your up-to-date resume (*Optional because most of this information will be provided in the Letter of Recommendation Questionnaire.*)
7. Ask your recommender if he/she would like a copy of your most recent unofficial transcript. If yes, you will need to submit a Transcript Request through the EMHS website.
8. Provide the name(s) of others who will be writing recommendations on your behalf for this particular position/program/school/scholarship/etc.