

RECOMMENDATION REQUEST FORM - Elon University Department of Religious Studies

We look forward to writing recommendations for internships, scholarships, study abroad, graduate school and employment. Writing a strong letter of recommendation, however, is time consuming. If you are requesting a recommendation from a Religious Studies faculty member, please use our Recommendation Request Form and follow these guidelines:

- Students should **complete the Recommendation Request Form** before contacting the faculty member.
- **Two – four weeks' advance notice is required** for letters of recommendation, although earlier requests are always appreciated. Please plan accordingly in order to afford your recommender the requisite time to review your request and complete your reference.

For multiple requests that have different deadlines, use the earliest deadline to determine the required lead time. Since it is helpful to draft all of your recommendations at one time, please identify all of the programs or jobs to which you will be applying before submitting a request.

- If a **recommendation form** is provided, please be sure to fill out the contact information (including the name, title, address and phone number of the faculty member) completely. You can find this information in the Elon University Directory.
- Students should supply the recommender with a copy of their **resumes** along with the relevant **cover letter or personal statement** associated with the position or program to which they are applying.
- It is customary that students provide **pre-addressed envelopes and postage** unless other arrangements are made in advance.

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Recommender's Name: _____

Student's name as it appears on application: _____

Major: _____ **Minor:** _____ **GPA:** _____

Date Request Submitted: _____

Student's Phone Number: _____ **Student's Email Address:** _____

List classes you took from this professor, the term in which you were enrolled, and the grade earned.

Class _____ Date _____ Grade _____

Name of Program or Employer: _____

Complete Mailing Address: _____

Web Address: _____

Program or specific position applied for: _____

Include a few brief remarks about your reasons for choosing to apply to this particular program or job:

Are there particular skills, experiences, or academic courses (including language training) that make you particularly prepared for or suited to this position or course of study?

Due Date for Recommendation: _____

Check one: **Form provided** **Letter required**