



Letter of Recommendation Request Form

Victor Valley College Foundation

Instructions for Completing the Recommendation Letter Request Form

To ensure your recommendation letter is tailored to highlight your strengths and qualifications, please follow these instructions carefully when completing the form.

1. Provide Accurate Information

- Fill in all sections with correct and up-to-date details (In a separate document ie Google Doc or Word)
- Double-check spelling, email addresses, and phone numbers to avoid errors

2. Clearly Identify the Recommender

- Enter the name of the person you are requesting the letter from.
- Specify how you know them and their professional relationship with you.
- Ensure they are aware of your request before submitting this form.

3. Set a Realistic Deadline

- Indicate the date by which you need the letter.
- Provide at least two weeks' notice **whenever possible**.

4. Include Your Contact Information

- Provide your full name, mailing address, phone number, and email in case follow-up is needed
- Details About the Recipient
- Enter the correct name, address, phone number, and email of the individual or organization to whom the letter should be addressed.

5. Describe the Opportunity

- Provide a clear and concise description of the award, scholarship, internship, program, or job you are applying for.
- Include any relevant details such as eligibility criteria, objectives, or selection criteria.

6. Highlight Your Qualifications

- Outline your skills, experiences, and achievements that make you a strong candidate for the opportunity.

7. Explain Your Motivation

- Share why you are seeking this opportunity and how it aligns with your career or educational goals.
- Explain how this will benefit your future and what excites you about it.

8. List Relevant Experience

Provide a list of job titles, dates of employment, and any promotions relevant to your application.

- This can be copied from your resume.

9. Showcase Your Accomplishments

- Highlight key achievements, projects, or initiatives you have led or contributed to, along with their dates.
- Use action-oriented language (e.g., “I organized...,” “I managed...,” “I created...”).



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11. Attach Supporting Documents (if applicable)

- If required, include your resume, personal statement, or any other relevant materials to help the recommender write a strong letter

12. Submit and Follow Up

- Ensure all sections are complete before submitting.
- Send a polite reminder to your recommender as the deadline approaches.

By providing detailed and accurate information, you will help your recommender write a compelling and effective letter on your behalf.



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Recommendation Letter Request Form

NAME OF PERSON YOU WISH TO WRITE YOUR LETTER:

PRIMARY ASSOCIATION (HOW THEY KNOW YOU):

REQUESTED DEADLINE:

REQUESTOR CONTACT INFORMATION:

- NAME:
- MAILING ADDRESS:
- CONTACT TELEPHONE/CELL NUMBER:
- EMAIL ADDRESS:

TO WHOM WE ADDRESS YOUR LETTER:

- NAME:
 - MAILING ADDRESS:
 - TELEPHONE NUMBER:
 - EMAIL ADDRESS:
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- 1. DESCRIBE THE AWARD/SCHOLARSHIP/INTERNSHIP/PROGRAM OR JOB TO WHICH YOU ARE APPLYING**
- 2. YOUR QUALIFICATIONS (Why do you think you deserve this opportunity) :**
- 3. MORE DETAILS ABOUT YOU:**
 - A. DESCRIBE WHY YOU ARE SEEKING THIS JOB/SCHOLARSHIP/AWARD/INTERNSHIP.
 - B. HOW WITH THIS BE BENEFICIAL TO YOUR FUTURE? WHAT ARE YOU LOOKING FORWARD TO REGARDING THIS OPPORTUNITY?
 - C. LIST JOB TITLES & DATES OF HIRE/PROMOTION (EXCERPTS FROM YOUR RESUME)
 - D. LIST ACCOMPLISHMENT HIGHLIGHTS & DATES (MONTH/YEAR): (EX. "I ORGANIZED ...I PLANNED...I CREATED...")