**LOYOLA DEPARTMENT OF ENGLISH**

**REQUEST FOR LETTERS OF RECOMMENDATION (Rev. 2018)**

NOTE: *Please give faculty members as much time as possible to write your letters. Give the recommender all requests at the same time if possible.*

Student Name:

Address:

Phone:

E-mail:

I give permission to Prof. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to write letters of recommendation to the schools or employers listed below and to include my GPA and any information relevant to the recommendations.

I waive / do not waive (YOU MUST INDICATE ONE OR THE OTHER) my right to review any existing copies of these letters at any time in the future.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduation Date (month/year): \_\_\_\_ /\_\_\_\_\_

Major:

Second Major (if any):

Minor:

GPA:

List the courses taught by recommender in which you have enrolled as well as semester, year, and grade:

F/S/M 20\_\_\_\_\_Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_

F/S/M 20\_\_\_\_\_Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_

F/S/M 20\_\_\_\_\_Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_

F/S/M 20\_\_\_\_\_Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_

*NOTE: Please provide a paper written in your most recent course with the recommending professor.*

Internships:

English Department Extracurricular Activities:

Other Extracurricular Activities:

Travel and Study Abroad:

Jobs:

Awards and Other Information:

List the schools to which you are applying, the degree (e.g., MFA in fiction), and the due date:

*NOTE: If any of the recommendations are to be printed on letterhead, should the sealed letter be sent directly to the school or to you for submission with your application? Please provide the address to which the letter should be sent and any cover sheet required by the school.*