

## Student Information Form

*This form should be used to provide additional information for individuals writing recommendation letters for you. Remember that the more information you provide, the more detailed your reference can be on your behalf.*

Your Name: \_\_\_\_\_

Your Major: \_\_\_\_\_

Phone number where you can easily be reached: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Reason(s) for requesting a reference (please be as specific as possible):

\_\_\_\_\_

### I. Professional Goals

- a. What are your professional goals?
- b. What do you see yourself doing after graduation?
- c. What are your short-term goals?
- d. What are your long-term goals?
- e. What do you consider to be your strengths?
- f. What do you consider to be your weaknesses or areas for improvement?

### II. Academic Record

- a. What is your cumulative grade point average?
- b. What is your grade point average in your professional courses (related to your major)?
- c. If you are getting a secondary major or minor, explain your goals/objectives for your selection of this additional emphasis.

### III. Work Experience

- a. List ALL of the PAID work experiences you have had during the last four years.

Employer	Responsibilities	Dates
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- b. Has your employment been necessary to financially contribute to your education expenses or has it been primarily for personal spending money and/or experience?
  - c. List any VOLUNTEER (non-paid) work experiences, particularly those related to your major. Indicate whether this is an on-going activity or one-time activity. Also, indicate if the activity was on your own or part of a group (such as a sorority or fraternity function, church group function, etc.)
  - d. List other activities that you are involved in such as clubs, Greek organizations, church affiliations, etc., and indicate your level of involvement including leadership/officer positions.
- IV. Please list or discuss anything else that you believe would contribute to a well-rounded reference letter about yourself. If someone were to only see your resume, what would you want him or her to know?
- V. Other Considerations:
- a. Go to <http://www.humec.k-state.edu/current-students/> and fill out the Family Educational Rights and Privacy Act (FERPA) Disclosure Form. This is important so that the person writing the recommendation letter is aware if you are choosing to not have certain information released.
  - b. Be sure that your reference understands what the recommendation is for (scholarship, internship application, job application, graduate school, etc.).
  - c. Do you need a formal letter of recommendation or is there a form that needs to be filled out, or BOTH?
  - d. Make sure the individual serving as your reference has an updated copy of your resume.
  - e. If a letter is needed, to whom should it be addressed to and what is that person's address?
  - f. Is the recommendation to be returned to YOU or is it to be mailed directly to the person to whom the letter is addressed? What is the deadline for the recommendation? Typically there are guidelines about the final postmark date by which the application packet will be accepted. If materials are coming back to you to be compiled into one packet, build in enough lead-time for you to get everything done by the deadline.
  - g. Remember that recommendations "carry more weight" if you have waived the right to see the letter or form after it has been completed. If you have a recommendation form, be sure to fill it out and indicate that you are waiving the right to see the form after completion. If there is not a form but just a letter to be written, ask the person writing the recommendation to put the letter in a sealed envelope and have the person sign their name across the back flap. This is a universally recognized sign that the contents are confidential and you as the applicant have not seen it. This is particularly

important if you are expected to collect all your recommendations into one packet and mail everything at the same time.

- h. Be sure and ask people who really KNOW you to serve as a reference. If you are one student in a class of fifty or more and have not had a lot of personal interaction with the instructor, it may be difficult for that faculty member/instructor to write a strong letter unless you have interacted with them a lot. It is challenging to write a good letter for someone you do not know very well. Sometimes the letter comes out sounding vague or non-committal, which can end up not being very helpful. This is also very important for distance education students. Please realize that writing a good letter for distance students is even more challenging because the faculty member has often not met you face to face.
- i. Remember to never list someone as a reference without speaking with them first!