



**Department of Modern Languages
Request for Letter of Recommendation**

Name: _____

Today's date: _____

Major/Minor: _____

Year: _____ GPA: _____/4.0

*Please attach your résumé

Waiver of Access to Letter of Recommendation:

Those wishing to voluntarily waive their rights to access and review letters of recommendation written on their behalf should sign in the space below prior to submitting this form to the person writing the recommendation.

By signing below, I agree to waive my right to access and examine, now or at any time in the future, the letter of recommendation (or copies) written on my behalf.

Student Signature

Date

Part I: Required Information

Deadline for the letter (Please provide a minimum of two weeks notice.):

Contact information, title, name of school/organization, full address:

Intent of letter (College application, scholarship, etc.):

Description of the program/scholarship:

Part II: All About Me

Courses taken with recommender and dates:

Papers, presentations or projects in recommender's course(s):

Academic achievement that you are particularly proud of:

Language-related extra-curricular activities and/or service learning:

WSU extra-curricular activities:

Study abroad experience (locations and dates):

Awards or recognitions (Honor Society, Departmental honors, Dean's List, Scholarships, etc.):

Anything else that might help your case:

*Please attach a PDF scholarship or application form, or send electronic link. Remember that waiving your right to see the recommendation makes it more powerful and convincing.