

ENGINEERING INFORMATION SHEET FOR JOB OR GRADUATE SCHOOL RECOMMENDATIONS

This form must be completely filled out by the student prior to requesting letters of recommendation of the Engineering Faculty.

NAME _____

NUMBER OF YEARS IN THE CALVIN ENGINEERING PROGRAM _____

WHEN IS THIS RECOMMENDATION DUE? _____

LIST OF COURSES YOU'VE HAD WITH THE PROFESSOR YOU ARE ASKING FOR A RECOMMENDATION.
(INCLUDE THE GRADE)

LIST PROJECTS, ORGANIZATIONS, COMMITTEES, ETC. THAT YOU AND THIS PROFESSOR WORKED ON TOGETHER.

PLEASE GIVE YOUR CUMULATIVE GPA AT CALVIN. _____

DESCRIBE ANY SPECIAL CIRCUMSTANCES SUCH AS NEED TO WORK WHILE IN SCHOOL, MARRIED, CHILDREN, ETC.

GIVE A BRIEF ACCOUNT OF ALL WORK OR RESEARCH EXPERIENCE THAT WOULD BE HELPFUL.

INDICATE YOUR INVOLVEMENT IN PROFESSIONAL SOCIETIES, DEPARTMENTAL ACTIVITIES AND ATTENDANCE AT SEMINARS.

ATTACH ANY REQUIRED FORMS FOR RECOMMENDATION AND/OR THE COMPLETE NAME AND ADDRESS OF THOSE TO WHOM A RECOMMENDATION IS TO BE SENT ALONG WITH A STAMPED AND ADDRESSED ENVELOPE. BE SURE TO CLEARLY INDICATE ANY IMPORTANT DEADLINES FOR SUBMISSION IF IT IS NOT OBVIOUS MORE DETAIL SHOULD BE GIVEN ABOUT THE NATURE OF THE POSITION YOU ARE SEEKING.