

SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS  
Request for Letter of Recommendation

Dear Student:

Please use the following questions as a guide to assist the COC counselor in writing a recommendation for you. Address these questions on a separate sheet of paper and limit your comments to 1 to 2 pages typed.

---

What is your educational goal, list major and the degree you are seeking?

What is your career goal and describe how you became interested in this area?

Describe any special abilities and/or interests you hold?

Do you work? If so, how many hours a week do you work?

What special contributions have you made in your school, work or community?

List any extracurricular activities you have participated in and/or leadership experiences. (HITE, Student Government, Athletics, Internships, Volunteer Work)

Are you the first in your family to attend college?

Describe any obstacles you may have had to overcome and what you gained from the experience?

What 3-5 personal characteristic best describe you?

Attach a copy of your resume if you have one.

\_\_\_\_\_  
Student Name (please print clearly)

\_\_\_\_\_  
COC ID #

\_\_\_\_\_  
Counselor Name

\_\_\_\_\_  
Date Turned In

\_\_\_\_\_  
Purpose of Recommendation  
(Scholarship, Transfer Admission, EOP, other- include specific name of scholarship or transfer institution)

\_\_\_\_\_  
Date to be completed by

\_\_\_\_\_ I will stop by the counseling office to pick up my recommendation letter

\_\_\_\_\_ Please mail my recommendation to the following address:

---