**To help me write a unique and personalized reference letter please answer these questions.**

Is this letter for a scholarship or application to a program?

If this letter is for employment or an internship, what position or type of work are you looking for?

Please list the classes have you taken with me and the term/year

What 3 accomplishments are you proud of? What skills and personality traits did it take to accomplish them?

What matters to you most?

What do you think you do well?

What do you want me to highlight about you as a student i.e., participation in class, noteworthy assignments, grade?

Tell me about a weakness, how you found out about it and what you are doing about it.

Why are you interested in this industry, profession or program.?

What activities are you engaged in (volunteer work, employment, family commitments, associations)?

Is there anything else you want me to know about you?