

Paralegal Reference Request Form

Please fill out this sheet to assist me in providing an accurate reference. Since you know me well enough to ask for a reference, it is likely that I know the answers to some of these questions, but I prepare a large number of references each year and it is helpful to have accurate information in this readily accessible form. In addition to completing this form, please attach a current resume. Please attach additional sheets if the space provided is not enough to fully answer each question.

Date that this reference is due: _____

Your Full Name: _____

Permanent Mailing Address: _____

Phones: (Home) _____

(Work) _____

(Cell) _____

Email: _____

What is the purpose for requesting this reference? (Employer name and position, Law school application, Scholarship name, internship, etc.): _____

List all Paralegal courses you have taken at MSUM, the term you took each of these courses, the instructor in each and the grades you received in each: _____

We have known each other since what date (approximately)? _____

List any scholarship you have received (name, type, amount and term): _____

Extracurricular Activities

Identify sports (which one(s) and when) and/or clubs/organizations (name of club and list of offices health or special duties): _____

Identify any volunteer experiences (where, which terms, and approximate number of hours per week): _____

Identify internship and/or jobs (where, which terms, and approximate number of hours per week). This can be provided on your resume: _____

What are your future plans (graduate school, employment, Peace Corps)? _____

Why are you interested in this particular opportunity? What will it do for you? _____

What are your personal and academic strengths? _____

Describe any special skills you have or anything else that I have not asked you about on this form but you think may make you a strong candidate for this opportunity. _____

Please remember to attach your resume and, on a separate sheet. Please provide the complete name and address for each person, institution, or organization where this reference is to be sent. Remember to attach any relevant forms that must accompany the reference.

Permission to Disclose Information

(Family Education Rights and Privacy Act, 20 U.S.C. 1232)

I hereby authorize _____ to disclose the information I have provided on this form to the following entities (check all that you wish):

_____ Potential employers who seek a recommendation

_____ Graduate schools

_____ Law schools & Law School Admission Council

_____ Scholarship committees

_____ Other

Describe: _____

Date: _____

Signature: _____
Student Signature