

## Instructions for Requesting Letters of Recommendation

Every year, I am asked to write several letters of recommendation for my students. In order to make this job a little easier, and to increase the communication between us, I would like to ask that you do the following:

1. Include a copy of your most recently updated resume, as well as a copy of a personal statement that you have prepared for your applications. If you can, write a few sentences indicating your research interests and career goals. These are very helpful to me in writing your letters and will ensure that my input is consistent with your career goals.
2. Please fill out the Summary Sheet attached:
  - a. Remember to fill in the top of the page.
  - b. Please list all applications in order of increasing due date (that is, earliest due date to latest).
  - c. Please limit the total number of applications to 6. Remember that this is a final list - no additional letters may be requested after this initial request.
  - d. Indicate the contact information required. Depending on the format required, this might include an email address, a website, a mailing address or a phone number.
  - e. Under 'Format Required', clearly indicate which of the following should be done:
    1. If the application should be sent online, clearly indicate the website address needed to access the form. Most of the online options will allow for a recommendation letter to be uploaded into their program. If additional forms need to be filled out as part of the recommender's portion, be sure to sign the waiver and fill out all information for both you and the recommender ahead of time.
    2. If a letter simply needs to be emailed to the address given, please indicate this.
    3. If the recommendation letter is to be sent through US mail, please provide a full mailing address. Also provide hard copies of any additional forms that need to be included.
    4. Sometimes a letter needs to be given back to you to include in a single application packet. In this case, I will place the letter in a college envelope, seal and sign across the back flap (usually preferred). Our departmental secretary will then contact you so that you can pick up the letter for your packet.
    5. When I have submitted everything for you, I will contact you by email.
    6. Please notify me of the outcomes of your applications. It is exciting for me to share in your successes!

*Good luck!!*

## **Letter of Recommendation Summary Sheet**

Name and email address \_\_\_\_\_ Today's Date \_\_\_\_\_

Class(es) taken with me/grade(s) received \_\_\_\_\_

Expected date of graduation \_\_\_\_\_

Major(s)/minor(s)/concentration(s) expected to complete \_\_\_\_\_

Please remember to attach an updated resume and any personal statements that were written as part of your application.

Schools/Programs Applying to and Required Contact Information/ addresses	Date Due	Format Required Online/email/ Letter/packet	Rec Sent (my use)
1.			
2.			
3.			
4.			
5.			
6.			