Instructions for Requesting Letters of Recommendation

The Chemistry Department offers the following guidelines when requesting letters of recommendation:
When choosing a faculty reference, keep in mind that these letters may include your performance in class and lab, your interactions with peers, instructors and staff, activities outside of the classroom and personal attributes that relate to the position pursued. As such, they require substantial time and effort on the part of the Instructor to craft an excellent recommendation.

1. Obtain the following information from your potential faculty recommenders and write this information on the top of the attached Application Summary Sheet.
   a. Time Requirement – Faculty may require notice of at least several weeks before the first letter on your list is due. Make sure to request letters of recommendation early in order to give the faculty sufficient time to write a thoughtful letter.
   b. Minimum Grade – If the faculty member has served as your course instructor, please be aware that he/she may have a minimum grade requirement in order to recommend you.
   c. Number of Letters –Faculty may also have a maximum number of letters that they are willing to send out on your behalf.

2. Once the faculty member has agreed to provide a letter, **arrange to meet with him/her to discuss your applications**. Be prepared with the following information:
   a. A copy of your current unofficial **transcript.**
   b. A copy of your most recently updated **resume,** which should include your GPA, internships and research experiences, notable extracurricular activities, etc.
   c. If applicable, a copy of any **personal statements** that you have prepared for your applications. If this is not required for your application, write a short paragraph indicating the field of chemistry that you are interested in as well as your career goals. Providing this ensures that the faculty's letter is consistent with your career goals.
   d. The attached sheet, filled out to include information for **all of your applications**. Please see the directions below in order to fill this out.

3. Application Summary Sheet must include:
   a. A listing of all applications in order (earliest due date to latest). Consider this list to be **final**. Make sure not to exceed the faculty member's maximum letter limit.
   b. Contact Information. Include the school, program name, URL, coordinator name with title, and mailing address.
   c. Under 'Format Required', clearly indicate which of the following should be done:
      1. If the letter should be uploaded online, it is likely that the program will email the faculty member with the password information needed to upload the letter. Clearly indicate when the faculty member can expect to receive this information (it may be sent once your application is submitted, in which case **you should not wait until the deadline to submit your application**). If the letter is uploaded directly to the program website, specify the address needed to access the form. Fill out any additional required forms, providing information for both you and the recommender, and note that **you must sign the waiver** (this waives your right to see the letter).
      2. If a letter simply needs to be emailed to the address given, please indicate this. Even if the letter is electronic, some faculty still require the **physical address (YES, I do**) in order to prepare a properly formatted letter.
      3. **Include hard copies of any additional required forms.**
      4. If a letter must be returned to you for inclusion in a single application packet, ask the faculty member to place the letter in a college envelope, seal and sign across the back flap.

4. Keep in contact with your recommenders. If you do not hear from them, a gentle reminder is often appreciated. Finally, remember to notify your references of the outcomes of your applications. It is very exciting for them to share in your successes! Good luck!

Application Summary Sheet

FACULTY INFORMATION
Faculty name: _
Time required before first letter is due: _____   Maximum number of letters provided: ____ _____
Minimum grade required for recommendation from instructor: _____

STUDENT INFORMATION
Name and email address: _____Today's Date: _____
Recommender's relationship to student: Course Instructor_____   Academic Advisor_____   Research Advisor_____
Class(es) taken with recommender/grade(s) received:
_____
Expected date of graduation _____
Major(s)/minor(s)/concentration(s) expected to complete _____

School or Company/Business	Program Name and URL	Program Contact (Coordinator) and Program Address	Date Due	Format Required Online/email/letter/ packet
1.				
2.				
3.				
4.				
5.				
6.				

Check that the following are included according to the instruction sheet:
updated resume_____   unofficial transcript_____   personal statement_____