

LETTER OF RECOMMENDATION REQUEST

Please complete this form if you are interested in getting a letter of recommendation from me. The information herein will help me write the best possible letter on your behalf.

It is important that you attach (1) your current CV and (2) any personal statements/research interest statements/career goals statements that the institutions solicit (even if they're drafts, they will help me a lot). I will use these to support and complement what you state in those.

Name: _____

Today's Date: _____

(1) Letter recipient(s)

Program/Job/Internship (include the program name, degree you are seeking, and web link to the program)	Due date	Submission instructions (include links)

Other references (list the people you have asked to write letters of recommendation; this will help avoid duplication of information)

(2) Academic Background

Expected year of graduation: _____

Major: _____

Minor: _____

List of relevant courses completed for your application (add an asterisk '*' if you took it with me; e.g., "Form and Function *")

Course name	Quarter and year	Grade

Overall GPA: _____

Major GPA: _____

Study abroad (if any)

Honors and awards relevant to the program/job/internship you're applying for

Extracurricular activities relevant to the program/job/internship you're applying for

Research experience 1

Research advisor (and affiliation): _____

Brief (!) description of research:

Research experience 2

Research advisor (and affiliation): _____

Brief (!) description of research:

What hats would you like me to wear as your recommender (e.g. professor, research supervisor, independent study advisor, academic advisor, etc.)? Why have you asked me to recommend you (could be as simple as "I really enjoyed your class" or "This position wants evidence of quantitative skills")?

(3) Personal

Personal attributes that make you a strong candidate for the opportunity you seek (be concise but precise with these attributes) – this one is very important! Think carefully before answering.

Issues that might make your application weaker (e.g., a bad grade in a particular class, a lack of a particular kind of experience, etc.)

Is there any particular aspect of our experience(s) together that you want me to discuss?

Please comment on anything else you think I should know about you in order to write a strong letter of recommendation