**Recommendation Letter Request**

If you would like me to write a letter of recommendation for you, please fill out the questions below and email back to me.

| **Student name:** |  |
| --- | --- |
| **Recommendation for:**  (describe and, if possible, include a link to the webpage) |  |
| **Due date:**  (Note: if the due date is less than two weeks away, I am unlikely to accommodate this request) |  |
| **To whom should the letter be addressed?** |  |
| **How does the letter need to be submitted?** |  |
| **How do we know each other (and for how long)?** |  |

| **Tell me about your educational and/or career goals. How does this opportunity fit into those goals?** |
| --- |
| ... |
| **What positive traits or abilities did you demonstrate in our interactions in class or elsewhere?** |
| ... |
| **What do you consider your strengths and weaknesses when it comes to your academic record and research?** |
| ... |
| **Are there certain ideas or themes you would like me to emphasize in your letter? Are there weaknesses in your record that you would like me to explain or minimize?** |
| ... |

Once you have completed the form, then save it with this title: *YourLastName\_RecRequest\_DueDateOfLetter.docx*.

Email this form along with a current copy of your cv and academic record to me, and any additional forms (as attachments) that I need to fill out.

Most letters of reference require that I email it directly to the funder/requestor to maintain confidentiality. When I email your letter to the funder, I will send you a confirmation email that I have done this. *Please send me a reminder one week before the letter is due if you have not received my confirmation before then.*