

Request for Letters of Recommendation (undergraduate students)

Instructions

Please complete all appropriate information and download/email this form to me (timothy.williamson@lmu.edu) as soon as you know you will need a letter from me. **I need at least 4 weeks' notice** before the due date to write a letter for you, and the more information you give me, the better my letter will be! It is OK to use bullet points or not to write long prose here- just the info I need to write this letter (and skip what isn't relevant). Copy and paste from your resume/CV, too, if you have one.

A note regarding grades: I will never focus on a particular grade or your GPA, but there are times where I am able to help you by writing a more thorough letter. If you have questions about sharing your grades or transcript with me, please ask.

Please note that if you completed a class with me, conducted research in the PRRISM lab with me, or are one of my academic advisees, you can ALWAYS ask me for a letter. If I don't know you very well, then I am likely to tell you that I won't be able to write you a very strong or personal letter, and I may suggest that you find another writer. If you still want a letter from me, I will write a relatively generic letter describing your performance in my class and some of the assignments you completed. You can help me write you a strong letter by coming to my office hours, asking questions in class, or meeting with me outside class time (<https://calendly.com/drTimothyW>).

Full Name:

Email Address:

Pronouns you want me to use for you in the letter:

Use of Letters (check appropriate uses)

- ☐ Graduate School (write in program type here – degree and discipline)
- ☐ Health Professions – Primary (write in program type here)
- ☐ Health Professions – Supplemental (write in program type here)
- ☐ Internship/Summer Research (write in discipline here)
- ☐ Employment
- ☐ Study Abroad
- ☐ Scholarship
- ☐ Other (write in use here)

Other References (List all of the people whom you have asked to write a letter of recommendation, to help avoid duplication of information across the letters)

Academic Background

Expected year of graduation:

Major(s):

Minor(s):

Courses Taken From Me:

<u>Course Name</u>	<u>Semester / Year</u>	<u>Grade</u>
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List of Other Relevant Courses Completed that you would like me to highlight in your application

<u>Course Number</u>	<u>Course Name</u>	<u>Fall or Spring & Year</u>	<u>Grade</u>
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Overall GPA: _____ Major GPA: _____ (one or both is OK)

Please also attach an unofficial transcript (or let me know below why you would prefer not to):

Research Projects (e.g., Senior Thesis) (if applicable)

Research Advisor:

Research Title:

Summer Research/Internship Experiences/Previous Employment (indicate when and where the internship was conducted and a sentence describing the focus of your project/job; only include ones that are **most relevant** to the application):

<u>Internship/Job Position</u>	<u>Year</u>	<u>Responsibilities/Major Take-Aways</u>
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Honors and Awards:

Membership in Organizations and Extracurricular Activities (only ones that are **most relevant** and why these are meaningful to you):

Why have you asked me to recommend you? This could be as simple as "I really enjoyed your class and think my work in it reflected my creativity" or "This position wants evidence of quantitative skills and you taught me those"

What would you like to be doing with your life in 5 or 10 years? (professionally, or in whatever sense of the word you feel will help me frame your letter):

What strengths of yours do you want me to focus on in your letter? (specific examples that demonstrate these strengths would be great to include here)

Addresses & Due Dates: Please list the programs (with web links) and due dates for the letters of recommendations. If you are applying to more than one department at a specific school list each department separately. It is OK if this list has to change in the future—just give me a good idea of when you need letters and to where they need to be sent.

Programs/Jobs/Internships Applying For	Due Date	Submission Instructions/Link
For grad school/professional schools, please include the program name, the degree you are seeking, and a web link to the program		

Cover Letter or Personal Statement

I encourage you to also attach the **cover letter** or **personal statement** that you will use for your application. This helps me align my letter with your broader application (or let me know below why you would prefer not to include it):

This form is a modified version of the forms by Drs. Phoebe Cohen, Sarah Sheffield, and Phil Chodrow