

Students,

I'm happy to support you in your professional development.

To help me write the strongest letter for you possible, please make a copy of this document (under "File > Make a copy") in a google doc and **at least two weeks before the deadline for what you're applying for (more time is even better, especially for incorporating feedback), share a link to the completed google doc along with your:**

1. **CV/Resume highlighting related activities**
2. **Transcript (unofficial is fine)**
3. **Specific application materials (statements, essays, proposals, etc.) for the thing you're applying for, if available** (*drafts also fine, especially if you're well before the deadline*).

Even more than two weeks is better, especially if it's my first time writing a reference letter for you. Bullet points are fine as responses, but think of this as an opportunity to share details in your application that I can use to help strengthen your candidacy that you may not have mentioned yourself or would like to have reinforced (*i.e., specific examples of things you've done or reflections you've had relating to selection criteria that I can use in your letter are ideal*).

Questions for you to fill out so that I can write you a strong recommendation letter for X:

A. *About the program you're applying to:*

1. What is the exact name of X thing for which you are applying? Please include a link to the advertisement of that position or include it in a copy of the advertisement in your message to me. (If you're applying to graduate school, a table that includes the name of the program and the due dates, and if relevant, a link to the program, is fine).
2. What does the program list as the criteria it's looking for in candidates and what does it want reference letter writers to speak to?
3. Specifically when do I have to have this letter done and back to you/sent to whomever (as stipulated in #4, below)?
4. How do I address it? (Dear X, To Whom it May Concern, etc.) Provide a person's title and an actual address if requested by the reviewers.
5. Exactly how do you want it to be submitted? (Sent to you, sent to them, digital or mailed hard copy, and so on.)

B. About the contexts we know each other from:

6. In what context(s) have we worked together? Alternatively, in which of my classes were you in (specific names, semesters, years)?
7. What are two or three experiences you took away from our experience together or from our class?

C. About why you want to do X thing and what I can speak to about your relevant experience/ability to contribute to X thing:

8. What motivates you to want to do X thing?
9. What experiences have you had outside of my classes (academic, work, other) that would prepare you well for X thing?
10. What perspective do you think I bring to your application that other reference letters may not see/know about (i.e., what type of information do you think I can add to my reference for you that will provide new additional information to the reviewers that others might not?)
11. Please provide specific examples of your experiences and actions that are related to the selection criteria they're looking for (as much as possible link what the fellowship/scholarship/etc wants reference writers to speak to from question 2 and provide specific examples that illustrate those characteristics that can be included in the letter).
12. What are your key strengths (individually and working with other people)? What is one weakness? (I only include this on applications where it is specifically asked.)