

# Read this before requesting a letter of recommendation

- **Remind me how I know you:** Please note the semester, year, and course you took with me, as well as your grade in the course. Please don't ask unless you earned a B+ or better for the course.
- **Describe the purpose of the letter:** Please provide a link to the relevant site. Not only that, but tell me what *you* think I need to know about the opportunity.
- **Ask as early as you can:** Writing a solid letter of recommendation takes time, and I have plenty of professional and family obligations. So please provide ample advance notice.
- **Provide me with digital copies of your materials:** Please provide an unofficial transcript, a resume or CV, your application essay or statement of purpose, and the weightiest writing assignment from the course you took with me. If you need to submit TOEFL, GRE, or other standardized test scores, please share them with me, too.
- **Waive your right to read the letter:** Don't worry; if I can't say something helpful, I won't write. But only confidential letters of recommendation are taken seriously.
- **If possible, use [Interfolio](#):** It does save time.
- **Where possible, pre-fill all forms with my information:**
  - **Name:** Jason Douglas Todd
  - **Title:** Assistant Professor of Political Science and Public Policy
  - **Address:** WDR 1112, Duke Kunshan University, No. 8 Duke Avenue, Kunshan, Jiangsu, PRC 215316. 武大-杜克研究院1112号, 昆山杜克大学, 杜克大道8号, 中国江苏省昆山市 (邮编215316).
  - **Email:** jason.todd@duke.edu
- **Send me a reminder three days before the deadline:** Sometimes I drop the ball, so please double-check with me before the due date arrives. You're not pestering me; you're doing us both a favor.