

# Letters of Recommendation

**In order for you to get the best letter of recommendation possible, I have developed a few guidelines for you to follow. Please understand that these guidelines are for your benefit. You may even want to consider them when thinking about asking anyone to write you a letter. The guidelines are as follows:**

1) I should know who you are - really know who you are. This is best achieved by doing research with me or by being in at least two of my classes.

2) I should respect you as a student and be able to write good things about you! :-) This is best achieved by receiving at least a B+ and above average in the classes that you had with me or by being an excellent graduate/research assistant.

3) Come see me about all of this DURING my posted office hours or set up an appointment through e-mail. Please do not just "drop by" to talk to me about the letters. I want to be able to give you undivided attention about this important request. Once we have discussed your letters and I am willing to write them, you can leave me the materials in my mailbox in 221 Brigman Hall.

4) I MUST have ALL of the materials for the letters and at least THREE weeks before the first deadline, so **PLAN AHEAD**. (See below for an explanation of "ALL materials.") If you are applying to multiple schools, then, PLEASE, allow even more time.

**5) You should send reminder emails to me about your letters. It does not offend me at all for you to remind me to write your letter!**

# MATERIALS TO GIVE ME!!!

## THE MORE ORGANIZED THESE MATERIALS ARE THE BETTER:

- A) The forms/envelopes for the schools. Please fill out ALL of the information that you can on these forms. There will be places for my contact information. Please fill this out before giving the forms to me. See below if you do not know any of that information. If the schools do not need letterhead envelopes, then provide addressed envelopes with my return address included. Basically, fill everything out except my signature and my appraisal of you!
- B) Your transcript with the classes you took from me highlighted/circled. This does not need to be an official transcript!!!!
- C) Your resume/vita is a must so that I can write a detailed letter about you. Also, as the mission of a liberal arts institution is to produce well rounded individuals, I need to see your updated resume and vita so that I may tailor your letter to highlight this.
- D) A one page description of why you will make a good\_\_\_\_\_ (fill in the blank, e.g., graduate student, law student, circus animal trainer, etc.). You should also indicate in this statement if you are seeking an assistantship or scholarships and why you feel that you are uniquely qualified for them. Write this as though you were writing a letter of recommendation about yourself from someone else's perspective. Often graduate, law schools, and some professional positions will require you write a statement of purpose. This description may serve as the beginning of this statement of purpose. In essence, the more detail that you put into this the better for the both of us.
- E) A list of deadline dates for when the letters need to be mailed.
- F) Your contact information - email address, phone number, and address. This needs to be current information. If I have a question about some of your information, I need to be able to contact you. All of this information will be held in the strictest of confidence.

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