

## Letters of Recommendation/Evaluation

Letters of recommendation are an important part of your application for scholarships, jobs, summer research, graduate school and professional schools. Every time you need to get a letter you need to consider whom you should ask. For jobs, the diversity of letters is important, however for many other needs, it may be important to have recent letters from your college professors or pertinent professional supervisors. Before asking anyone for your letter, ask yourself if this person knows something about you. Have you interacted in or out of the classroom with your professor? It is also important to ask for the letters in advance. One week is not enough time for most people. You need to recognize that most of your professors write many letters throughout the year and at times your request is one of many so give me enough time to write your letter.

If you want a letter from me, I require the following:

- Arrange for a meeting with me to ask for the letter. You can easily do this by email. Ask in person; don't ask for a letter of recommendation by email or dropping the application on my desk. I want to visit with you first.
- Gather all materials for your letter(s) in a folder and include your full name AND email address.
- Include the full official name for the scholarship/job/program you are applying for. If there is a web site for either the opening or the workplace or school, include that as well. A general description of application/job/scholarship will help.
- Include the deadlines
- Who do I send the letter to? Should it be returned it to you?
- Make certain that any paperwork that the application requires is included.
- If you need more than one letter, include a TYPED list of addresses with notation of any specific requirements for each letter.
- Include a copy of your current transcript. It does not need to be official, a printout from the web will do.
- Write a short statement that includes:
  - What is your major?
  - A background of who you are. Where did you grow up, where did you go to HS, what kinds of activities did you participate in.
  - Why are you applying for this?
  - Why do you like or want to do this?
  - What makes you the right applicant?
  - While you might have always wanted to do something, what about you make the right person now?
  - What are your short and long-range goals?

**The more information you give me the more I can include in your letter. Think about it. The more effort you are willing to put into your part, the better the letter I can write for you.**