

Form for Letters of Recommendation from Professor Conroy

If I have agreed to write a letter of recommendation for you, this will require significant time and effort from each of us. From your perspective, the more information you provide me and the better-organized you are, the more time I have to spend writing awesome things about you and your accomplishments. From my perspective, I would much rather spend my time writing a great letter that is articulate and convincing than fumble around trying to remember what you were like in my class three semesters ago. Thus, it is really important to provide me with information that I can use in writing my letter. I have provided some guidance in this area below:

Please provide me:

- (a) A brief summary description of what it is you are applying for. (I can then tailor the letter to fit the program to which you are applying.)
- (b) A bulleted list of relevant accomplishments, characteristics, traits, etc. that you would like for me to consider when writing the letter. (One approach is to essentially write the letter for me, though I maintain editorial control!!!)

Included in this should be:

- (i) The course number/title and specific semester that you attended my class. (This allows me to pull up your grade sheet very quickly so I can look for notable academic accomplishments in my class—e.g., set the high score on Midterm 1.)
 - (ii) A list of anything you did in my course(s) that was noteworthy (e.g., projects, grades, class participation, working through difficulty, office hours visits, papers, etc.)
 - (iii) A list of extra curricular activities, including work experiences (semester/year; approx. number of hours per week in each), volunteer work, university organizations, etc.
 - (iv) A list of awards and achievements (e.g., outstanding economics student, honors fraternities, dean's list, national golf champion, running a marathon, climbing Mount Everest, valedictorian in high school, etc.) This is not the time to be humble!!!
 - (v) A list of anything in particular that you would like for me to mention in the letter (e.g., for me to stress your academic achievements; that you attended every class; that you were a leader in class discussions; your extracurricular involvement, etc.)
- c. A current resume/vita that outlines your education, honors/awards, work experience and any other relevant items is helpful and may capture something not already covered in section (b) above. Check out my c.v. online (from my home page) or go to other resume-building web sites for assistance.