

Request for Letters of Recommendation
Based on a form developed by Jaclyn Matthes

Instructions

Please complete all appropriate information and email this form to your professor as early as possible. Providing this information will help them write the **best possible** letter. If you don't have info to fill in for all the sections, just write N/A where appropriate. It's also okay if your answers are long. Lastly, please don't feel uncomfortable/sad/disappointed about listing your course grades or GPA, it's your reference writer's job to weave together ALL of this information to present you in the best possible light. Having this information all in one document will greatly facilitate the process of writing the best possible letter of recommendation for you.

Full Name:

Today's Date:

Use of Letters (check appropriate uses)

Graduate School (*write in program type here – degree and discipline*)

Health Professions – Primary (*write in program type here*)

Health Professions – Supplemental (*write in program type here*)

Internship/Summer Research (*write in discipline here*)

Employment

Scholarship

Study Abroad

Other (*write in use here*)

Other References (List all of the people whom you have asked to write a letter of recommendation, to help avoid duplication of information across the letters.)

Academic Background

Academic Advisor:

Expected year of graduation:

Major:

Minor:

List of Relevant Courses Completed for your application (e.g., if you are applying to a biological conservation non-profit internship, list ES/BISC courses; if you are applying to dental school, list BISC/BIOC/CHEM courses, etc.). If it's easier, you can attach an unofficial transcript:

<u>Course Number</u>	<u>Course Name</u>	<u>Fall or Spring & Year</u>	<u>Grade</u>
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Overall GPA: _____ Major GPA: _____

Courses Taken From Me:

<u>Course Name</u>	<u>Fall or Spring / Year</u>	<u>Grade</u>
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Independent Research Project/Senior Thesis (if applicable)

Research Advisor:

Research Title:

Summer Research/Internship Experiences (indicate when and where the internship was conducted and a sentence describing the focus of your project/job)

Previous Employment: (list all summer, full time, and college employment *since graduation from high school*. Also include any work-study positions that you held during the school year).

<u>Position</u>	<u>Year</u>	<u>Responsibilities</u>
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Honors and Awards:

Membership in Organizations and Extracurricular Activities: (please note leadership positions)

Why have you asked me to recommend you? This could be as simple as "I really enjoyed your class" or "This position wants evidence of quantitative skills."

Academics: How has your academic background and coursework prepared you for the position for which I am recommending you?

What would you like to be doing with your life in ten years?

Please comment on anything else you think I should know about you in order to write a strong letter of recommendation.

Addresses & Due Dates: Please list the programs (with web links) and due dates for the letters of recommendations. If you are applying to more than one department at a specific school list each department separately.

Programs/Jobs/Internships Applying For <i>(For grad school/professional schools, please include the program name, the degree you are seeking, and a web link to the program)</i>	Due Date	Submission Instructions/Link

Original form published on twitter.com by JacylN Matthes, @matthesecolab, edited by K. Stone for the CSUPERB 2019 Annual Symposium GRFP Writing Workshop.