Letters of Recommendation

If I have agreed to write a recommendation for you, **please provide me with**

- a unofficial copy of your transcript
- a copy of your personal statement
- any accompanying forms
- self-addressed stamped envelopes and/or e-mail addresses for electronic submissions.

Furthermore, at least **two weeks** before the first letter is due, submit this form to me with your answers to the following questions. Attach extra sheets if needed (the more details the better):

1. What is your name, year, and major?

2. For what are you applying (e.g., scholarship, graduate school, summer research experience)? List the programs to which you are applying, together with due dates.

3. How long have I known you (years and months), and what is my relationship to you (instructor, research advisor, etc.)? For what classes have I had you, what final grades did I assign you, and how did you distinguish yourself in my classes? Have you graded or tutored for me? If so, for what classes and when?

4. How would you describe yourself? What are your strengths? What are your weaknesses? Your response to this question is very important to me, so the more details the better.

5. What are some of your academic and nonacademic accomplishments?

6. What makes me particularly qualified to write a letter for you? What makes you particularly qualified for this position/honor/award?

7. What are your long term goals and will this position/honor/award help? If so, how?

8. Additional comments (REU's, summer research, interesting jobs, hobbies, etc.)?

Please **send me e-mail reminders** as deadlines approach, and feel free to chat with me about other ways you can make the letter writing process go as smoothly as possible for you and your letter writers. Good luck!

Scott Nickleach
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