Guidelines for students requesting letters of recommendation

Please review these guidelines after I've agreed to write you a letter of recommendation. This will help me to write the strongest possible letter for you.

You'll also want to check out this *Chronicle* article, ["How to Ask for a Recommendation"](#):

Send me the following in an email at least 3 weeks before the first deadline. The sooner you can send me the following, the better. Let me know if you need hard copies of letters that require special mailing or expedited shipping, and we'll arrange something.

In the body of the email, list each application beginning with the first one due, including:

- The **deadline**.
- The **recipient** if the application identifies one (e.g. the chair of a department, the head of a search committee).
- **Link** for an electronic submission or **physical address** for a hard copy letter.
- Any other special **requests** for the application.

As attachments to the email, include:

- A short **memo** describing anything specific you'd like me to mention or emphasize in the letter (e.g. something unusual in your academic record, a paper you're especially proud of that you wrote in a class we had together, what you consider to be your strengths); how you'd like me to tailor a particular letter (e.g. you'd especially like to land a position at a New York-based job because you have extensive summer internship experience there); or anything else I should know about your applications.
- Your **resume** or **CV**.
- A personal (or related) **statement** you're including with your applications.
- Unofficial **transcript**s (undergraduate and graduate).
- Copies of **writing sample**s (e.g. a paper or two you've written in a class we've had together) or other work you've produced elsewhere in another class, job, internship, etc. that's relevant for your applications).

Please save each attachment this way:

- LASTNAME_FirstName_AttachmentName (replacing AttachmentName with the appropriate bolded name above), e.g. OEUR_Freeden_Memo