**Letter of Recommendation Request Form**

**Dr. Catherine Herrold**

**Instructions for Letter of Recommendation Requests**

I am pleased to write letters of recommendation for current and former students. In order to help me write the strongest possible letter, please complete all relevant information on this form and email your responses to me at least two weeks before the letter of recommendation is due. If you do not have information for each section, please write N/A. Please be thorough—the more you tell me, the stronger my letter can be.

Please also:

* Send me a copy of your resume/CV and, if you have it readily available, academic transcript.
* Send me a calendar invitation indicating the letter’s due date, and include an alert for three days before the due date.

**Full Name:**

**Today’s Date:**

**Use of Letter:**

\_\_\_ Graduate School (include program name, degree, and discipline)

\_\_\_ Internship (include full title and description)

\_\_\_ Job (include full title and description)

**Due Date of Letter:**

**Addressee and Address**

Please provide all relevant information regarding to whom the letter should be addressed, including title, postal address, and email address.

**Academic Background:**

Current degree program and institution:

Expected year of graduation:

Previous degrees and institutions:

**List of Relevant Courses Completed (Please only include courses you believe are relevant for the position/grad program):**

|  |  |  |
| --- | --- | --- |
| Course Number | Course Name | Grade |

**Overall GPA:**

**Courses Taken from Me:**

|  |  |  |
| --- | --- | --- |
| Course Number | Course Name | Grade |

**Previous Employment:**

*Include position, dates, brief responsibilities*

**Honors and Awards:**

**Membership in Organizations and Extracurricular Activities:**

**Academic preparation:**

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

**Greatest Strengths:**

What are three to five strengths of yours that will help you to succeed in the position? Please provide a brief description/justification of each.

**Important Additional Information:**

What are a few great things about you that aren’t reflected in your grades that you want the committee to know? These might include, for example, language skills, volunteer work, personal background information that prepares you for the position, etc.