

## Letter of Recommendation Application

I realize the importance of the letter(s) of reference that you are requesting I write for you. I receive a significant number of requests each year for these letters. I consider the task of writing these letters extremely important and, in order to do the best job possible. Before you complete an application please ensure you have completed the following (check off to see if you qualify)

\_\_\_ There must be at least *two* established relationships between me and you. Anything less really means I have not had a chance to provide a reasonable evaluation. In what two ways have we interacted:

\_\_\_ I was a student in your course

\_\_\_ I took an independent study from you

\_\_\_ You were my research advisor

\_\_\_ I worked on a project with you

\_\_\_ You must provide me—in a timely manner (not less than 2 weeks before the due date)—all materials I need to complete the evaluation. This includes those that I request below as well as the forms from the requesting agency. For example, graduate schools often request an additional form go with the letter (or it's provided online). You must sign the form and provide me with *addressed stamped envelopes*, if appropriate. If you are applying to multiple schools, please provide me with the materials for all schools at one time.

\_\_\_ You must provide me with an updated resume or curriculum vita and a transcript, if appropriate.

\_\_\_ Note, often there is a choice to “waive the right to view the recommendation.” *Unless this right is waived, I will not write you a recommendation.* I must retain the right to be as candid and truthful as possible in my assessment of you. In addition, to comply with the federal Family Educational Rights and Privacy Act (FERPA) of 1974, I must obtain your written consent before disclosing any information from your educational record to any third party. Please provide me with a completed release form available [here](#).

\_\_\_ You must provide me with 1–2 paragraphs of why you make an excellent candidate for the position/fellowship/etc. (These may be written as if I have written the paragraphs.) Also, I may not always know why you feel you are qualified for a program, or what you wish me to emphasize, so it is important that I get well-reasoned info from you. I will edit the information you provide for inclusion in the letter, but they should be complete and *grammatically correct*.

**If you pass the check off, than continue the application, if not do not pass go, do not collect the letter of recommendation.**



*Letter of Recommendation  
Application*

**BACKGROUND**

Full name: \_\_\_\_\_ Email address: \_\_\_\_\_  
Graduation date (month and year): \_\_\_\_\_ Cumulative GPA: \_\_\_\_ ENGR GPA: \_\_\_\_\_  
GRE Scores: Math: \_\_\_\_\_ Verbal: \_\_\_\_\_ Total: \_\_\_\_\_ Analytical: \_\_\_\_\_  
How long have you known Dr. Miller? \_\_\_\_\_

**COURSE WORK**

Classes you've taken with Dr. Miller (For example: EDSGN100, Spring 2012, A)

Class Name	Semester	Final Grade

What skills or behaviors did you display in class? You can discuss class participation, the quality of your papers and exams, etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESEARCH**

When did you start working in the brite lab? (Month/Year) \_\_\_\_\_  
List the semesters you worked in the lab (ex: Spring 2011) \_\_\_\_\_  
List any leadership positions in the lab, such as leading a project or experiment.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you describe any other roles you had in the lab? For example, did you help develop study ideas, prepare IRB applications, make experiment materials such as scripts, code data, etc?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you work in any other research labs? \_\_\_\_\_  
\_\_\_\_\_

**GENERAL**

What do you plan to do after graduation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are your greatest strengths? Examples: interpersonal skills, research ideas, data analysis, writing, speaking, organizing schedules, planning ahead. Please elaborate.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any weaknesses in your application that I should address, such as a low GRE score or GPA? Please be very specific.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATIONS**

List the schools you are applying to, program type (for example, “PhD in IE” or “MFA in Industrial Design”) the due date of the application, and the type of letter (electronic or paper copy). If you are requesting any paper letters, please include an addressed, stamped envelope for each.

School or Organization	Due Date	Program Type	Letter Type