

Instructions for students seeking letters of recommendation

If you are a student seeking a letter of recommendation from me, please send me an email with the following information:

1. Name
2. List of all courses you took from me, including the semester and year, and grades earned
3. List (by title and date) of any other academic interactions or experiences you've had with me (e.g., research assistant, teaching assistant, directed readings, etc.)
4. Be clear about whether I am writing one generic letter that will now (or in the future) be sent to multiple places, or if the letter is to be tailored for one purpose.
5. For each personalized letter:
 - a. The name of the institution to which you are applying.
 - b. The title of the job, program, scholarship, or internship to which you are applying. Include job or program descriptions (or links) where relevant.
 - c. The name and title of the person or committee to whom it should be addressed, if applicable.
 - d. Information about how to submit the letter (e.g., an email address or URL) [*NOTE: I will not release letters directly to students*].
 - e. ****The date by which the letter is due****

If I am unable or unwilling to write a letter, I will let you know. I will notify you when the letter(s) has been submitted.