WHAT TO INCLUDE IN A REQUEST FOR A LETTER OF RECOMMENDATION
For Dr. Lundquist

Important notes:
• I will not provide letters without a three-week notice. If you need one by a certain
  deadline, be sure to give me the forms at least three weeks in advance.
• I will only write a letter if I know you well enough to complete this task. This usually
  means that I have had you in at least two classes or collaborating with me at my
  nonprofit.

Copy of the following:
List of programs with deadlines for applications (must be a minimum of 3 weeks in advance)

Outline of what you want the letter to say:
• Skills and strengths
• How I know you
  o Classes you have taken from me
  o BE SURE TO INCLUDE THE GRADE(S) YOU RECEIVED IN MY CLASS(ES)
• Research experience (if applicable)
• Applied experience (if applicable)

Also provide as pertinent:
• Curriculum Vita or Resume
• Letter of Intent/Statement of Purpose (draft)
• Things you want emphasized in letter