



So... you need a Recommendation Letter?

Please provide...

- Curriculum vitae
- Academic Transcript
- Date recommendation letter is due
- Information about academic or organizational position for which the letter is needed
 - Addressee: Contact person, name of university/organization, plus the name of the program
 - Description of program for which the letter is needed
 - Reason why you apply to this program
- Any other information or points you would like emphasized in your letter
- Summary of work/projects you completed with me
- If applicable:
 - Forms that are supposed to be submitted with the letter (If there is a form that goes with the letter, *complete as much information as possible* – everything except ratings, evaluative statements, signature, and date)
 - A pre-addressed envelope for the letter including postage, if the letter is supposed to be mailed
 - A waiver form indicating whether you waive your right to see the letter of recommendation

Please note: I prepare recommendation letters for academic positions only.