Letter of Recommendation Request
Requester Responsibilities & General Information

General Information

- Faculty prefer to write letters which are confidential (not seen by the student). This is because non-confidential (open) letters are taken less seriously than confidential letters. People reading your letters of recommendation want to know that the letter writer felt comfortable enough to write a truly candid letter.  
  *If you have a compelling reason to request an open letter, please communicate that with the faculty.*
- If a faculty doesn’t think that they can write an honest and generally supportive letter, they will not agree to write one.
- Faculty get asked to write many letters each term, so please provide plenty of time for this task.

*It is your responsibility to ensure that letters are submitted and received by the programs/schools/prospective employers by the deadline(s).*

Please provide the following support to your requested letter writer to help give them the best opportunity to write you a great letter

- □ Sufficient notice (minimum one week) to write the letter
- □ Complete the form attached when you ask for your letter
- □ A couple email reminders as the deadline approaches
Letter of Recommendation Request

Student Name: ___________________________  Student ID/95#: ___________________________

Recommendation Due Date: ___________________________

What are you applying for?
Include, if possible, a website for the organization or program. If it’s a job, please provide the job description. If it’s a program, the degree and program for which you are applying.

Why are you a good candidate for the position/program you are applying for? (2-4 sentences)

How long have you known the letter writer:

What classes have you taken with the faculty:

In which other capacities have you known the letter writer:

- □ Attached Resume/CV
- □ Attached Unofficial Transcripts (DuckWeb)
- □ Attached Writing Sample (preferably graded from class with faculty)

Submission Preferences
- □ Electronic Submission
  - • Email or Website to submit on ___________________________
  - • Addressee/Salutation ___________________________
- □ Hardcopy Submission
  - • Sealed and signed? □ YES □ NO
  - • Address for submission ___________________________
    ___________________________
  - • Addressee/Salutation ___________________________

Notes/Comments: