

## Form Requesting Letters of Recommendation OTRES

Letters of recommendation can be one of the most influential documents included in your graduate school application. Select your recommenders carefully but be sure to include your research preceptor. Make your request in person and provide the recommender all of the information below in a neat, accurate, and organized format. Remember, this meeting could be one of the last times you interact with a recommender before she or he writes the letter. Leave the recommender with a good impression of you! Follow up the meeting by sending the recommender the same information electronically.

Name:

Address:

Phone:

Email:

Overall GPA \_\_\_\_\_ Major's GPA \_\_\_\_\_ GPA (last 60 units) \_\_\_\_\_

### Academic Background

1. Major(s):
2. Minor(s):
3. **COPY OF YOUR TRANSCRIPT LISTING ALL COURSEWORK.** If not available, list all quantitative and natural science coursework separately.
4. Provide your **GRE scores.**
  - GRE – general**
    - Verbal \_\_\_\_\_
    - Quantitative \_\_\_\_\_
    - Analytical \_\_\_\_\_
  - GRE – subject**
5. **STATEMENT OF PURPOSE and CV:** Submit a copy of each with this form.
6. **YOUR LIST OF GRADUATE SCHOOLS.** Make sure the list has accurate mailing addresses – including the specific program or department to which you are applying. **INCLUDE DUE DATES!** If the recommendation is electronic, include web addresses, instructions on how to upload letters, and (if possible) the name of the electronic request as

it would appear in the recommenders' "From" column in their inbox; this will help the recommender find all electronic requests in a crowded mailbox. If the recommendation is a hardcopy, include recommendation forms (if any), which probably have a confidentiality section you would sign. Make sure you also send the recommenders' complete mailing addresses in a Word document so they can cut and paste them into the letters.

### **Additional Experience**

1. List **extracurricular activities** including name and description of group and your level of participation. List any other relevant information not found or fully explained in your statement of purpose.

### **Personal Characteristics**

1. What are your academic strengths and weaknesses? Indicate the types of courses you did well in and those in which you were not at your best. Be sure to discuss **WHY** you feel you do well or poorly in certain courses.
2. We are often asked to comment on your **personal characteristics** such as dependability, initiative, maturity, communication skills (both verbal and written), and overall intelligence. How would you rate yourself in these areas? Provide concrete examples that (hopefully) involve the recommender.
3. Is there any **additional information** that you think might be of help in preparing your letter of recommendation? Examples might include working an extraordinary amount of time to support yourself or others; socioeconomic background, etc.

### **Getting the Letters Out on Time**

Faculty request at least a **one-month notice** to prepare a recommendation. If you give the faculty member less time, there is no guarantee that it will get out on time.