WHAT TO INCLUDE IN A REQUEST FOR A LETTER OF RECOMMENDATION
For Glenn M Callaghan

Important notes:
• I will not provide letters without a two-week notice. If you need one by a certain
deadline, be sure to give me the forms at least two 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 as a research
assistant.

1. Copy of the following:

List of programs with deadlines for applications (must be a minimum of 3 weeks in advance)
Summary of grades, classes taken, overall GPA, Psych GPA, last two years GPA
Outline of what you want the letter to say:
• Skills and strengths
• How I know you
  • Classes you have taken from me
  • 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)
• GRE scores (if applicable)
• Things you want emphasized in letter
• Special considerations (if I know someone at the school to which you are applying)

2. Email with the following

• Addresses for programs as you would mail them (goes in return address in business
  letter). Note: this must be accurate
• Deadlines listed for each letter
• State whether the letter is returned to you or mailed directly to the program

3. What you must provide

• the above material
• the email
• PRE-FILLED out forms with my name, address, and other info you can put (just ask for
  the details if you don’t know)

4. I will provide

• letter head
• envelopes with addresses that I print
• filling out the forms with respect to evaluations of you
• signature on the forms