

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
  - 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)
- Things you want emphasized in letter