**Request for Letter of Recommendation for Dr. Harsy**

Please complete this form to help provide me information which will help me write my letter(s) of recommendation for you.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please list the due dates and instruction for each letter

|  |  |  |
| --- | --- | --- |
| **Program, REU, Scholarship Description** | **Instructions for sending letter** | **Letter Due Date** |
| Example: Mathematics REU at Indiana University -8 week program specializing in combinatorics | Ex: Please send to [reu@gmail.com](mailto:reu@gmail.com) with my name (Sally Jones) in the subject line or you will get an email link from mathreu.org | Feb. 1, 2016 |
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1. If you are applying for graduate programs, fill out the following table with one entry for every school where you intend to apply. If you are applying for a different type of program, please skip to question 2.

|  |  |  |
| --- | --- | --- |
| **Institution** | **Degree Program** | **Letter Due Date** |
| Example: University of Kentucky | PhD in Mathematics | Feb. 1, 2016 |
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1. Fill out the following table concerning the classes you have taken with this professor.

|  |  |  |
| --- | --- | --- |
| **Course** | **Semester & Year** | **Course Grade** |
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1. List all academic honors earned at Lewis:

Example: Deans list five semesters, Fitzpatrick Scholarship (3 years), Delahanty Award (2 years)

1. GPA Overall: \_\_\_ GPA in major: \_\_\_\_
2. If you are applying to graduate school, complete this question, otherwise go to question 7.

GRE Scores: Quantitative: \_\_\_\_\_\_ Verbal: \_\_\_\_\_\_ Written: \_\_\_\_\_\_

1. List any clubs, professional organizations, and volunteer activities:

* Ex: Member of PME

1. Please write a rough draft of your recommendation letter. No, this is not a joke! This is a fairly common practice in academia and it serves a few purposes. First, it helps you analyze if the schools, scholarships, or positions you are applying for are really a good match. Second, it gives me an idea of your self-perceived strengths. Third, it makes sure I don't miss anything you want me to talk about in your letter. Don’t worry: the actual letter I write will look nothing like your draft, but your draft has the potential to make an important contribution to your letter. Do not feel like you need to be modest in your letter. Also, realize that I am not “testing” you with this task. You do not need to labor over your draft to impress me. You just need to write something honest that might be helpful as I write about you. I will not write you a recommendation if you do not provide me with this draft. The draft should — at a bare minimum — include answers to these questions:

* What is your name, year/status in school, and field of study?
* How long have I known you, and what is my relationship(s) to you? (instructor, advisor, colleague, etc.)
* How would you describe yourself and what are your strengths?
* What are your long term goals and how will this position/award help you achieve them?
* What makes you particularly qualified for this position/award/promotion?

1. Please send me your Resume or attach it to the email.
2. Please send me any essays/personal statements you are using for the application. This will help me write you a better letter.

*Note: Remember when you are writing your essay for whatever it is you are applying to, you are trying to sell yourself. Be personal, but also structure your letter to sell yourself. Feel free to send me any essays/CV/Resume/etc. if you would like some feedback on any of your materials.*

1. Any additional comments you would like to make:

*In particular, if you are applying for an REU or graduate school, please provide information about the project/program you are applying to and why you are a great fit for it.*