Materials to submit for letters of recommendation

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I’m happy to write letters of recommendation for students who I know. I tend to write informative letters that help the reader to understand more about you—but I need information to be able to do this well. Please provide that information. Also know that I have sometimes become bogged down with writing large numbers of letters. To ease the process, I ask you to use the guidelines below precisely, and to provide the information as far in advance as possible.

1. Please provide a draft copy of your statement of interest, as well as your GRE scores (if available), your GPA, an unofficial transcript, and any awards you have received.

2. List any classes you have taken from me, together with your grade and a description of any work you submitted that was especially strong. If you worked in my lab it might also be useful if you listed your most important tasks, and/or anything you remember me complimenting you on.

3. I need to have the details on the programs for which you are applying. Please closely follow the steps below! For each program, please provide the following information.

   a. The name and contact information for the person to whom the letter should be addressed and sent. Please be sure to include the appropriate salutation (Dr., Ms., etc.), position title (e.g., Assistant Professor, Academic Coordinator), full mailing address, and email address. No type-o’s please! Compile all of these into a single document and email them to me as an attachment (as well as providing a hard copy at the time of your request). I want this information even if the letters are submitted electronically. This will allow me to cut and paste the information into the letters.

   b. The deadline for each program. If there is not a deadline, please provide the date by which you hope to have your file complete.

   c. The exact name of the program to which you are applying. If you are applying to multiple programs, or research-oriented programs that differ considerably, you might also provide an indication of who you want to work with and your specific research interests for each school.

   d. Fully addressed and stamped envelopes for each program. Complete the destination and use my return address.

   e. Rating sheets required by the programs to which you are applying. Please be sure to fully complete your part (you should waive your access; it looks best that way), and the general information parts of mine (address, title, etc.).

Good luck with this process. Also—do be sure to let me know when you get news! I am interested in both good and bad news, so be sure to let me know.