Guidelines for Letters of Recommendation

1 Eligibility

I am always honored to write letters of recommendation for former students. Because I strive to write detailed, enthusiastic letters, I can do so only when I know a student well enough to provide a strong recommendation. Accordingly, I will write a letter only if you:

1. Took at least one course with me *and* attended office hours at least once
2. Earned a grade of A in every course you took with me
3. Provide at least three weeks' written notice (or four weeks' notice if requesting multiple letters)
4. **Waive your right to view your letter of recommendation**

2 Materials

If you meet these guidelines, please include the following with your request:

1. A brief description of the program(s) to which you are applying, along with the deadline(s) for receiving letters of recommendation
2. A copy of your resume and unofficial transcript
3. A draft of your application essay or personal statement. If no essay is required, please include a brief memo explaining why you are applying and what you believe makes you a strong candidate.

3 Keep me posted

Finally, please let me know how things turn out – I would be delighted to celebrate your success or, if things don't go as planned, to help you think through next steps.