

# Guidelines for Letters of Recommendation

Professor Maraam Dwidar

I am always honored to write letters of recommendation for my former students. However, because I prefer only to write favorable and detailed letters, please be aware that I will only write you a recommendation if you:

1. Took at least one course with me *and* visited office hours at least once
2. Received a grade of an A in each course taken with me
3. Provide me with 3 weeks' written notice (or, if requesting multiple letters, four weeks' written notice)
4. Waive your right to read your letter of recommendation

If you meet these guidelines, please attach the following information to your request for a letter of recommendation:

1. A description of the program to which you are applying and the deadline for receiving letters of recommendation
2. A copy of your resume and unofficial transcript
3. A draft of your application essay/personal statement or, if no such essay is required, a short memo explaining your reasons for applying and the qualities that you think make you a strong candidate

Finally, don't forget to fill me in – I'd love nothing more than to celebrate your achievement (or, help you strategize next steps)!