

**EXERCISE #6: Letter of Recommendation Request Worksheet**

In this exercise, use this form to organize the letter of recommendation process. This form can be used for employers as well as graduate school applications. There are lots of details to attend to, so use the checklist to make sure you don't forget everything and that your letter writer has everything he or she needs to write you the strongest letter they can. The checklist has been derived in part from Bates College (2000) and Rewey (2000). Remember, paying attention to details is important; if you can't follow the instructions for applying to graduate school, many graduate schools will figure that you couldn't follow the instructions once you were admitted to graduate school (so why bother?).

Category	Check✓	Details
Initial Contact	_____	Discuss the letter of recommendation with each faculty member/letter writer face-to-face.
	_____	Ask "Would you be willing to write me a strong letter of recommendation?"
	_____	Make this contact as soon as possible; no later than 1 month before the first letter is due.
Demographic Information	_____	Provide the letter writer with your name, campus and permanent address, email address, and phone numbers (including cell phone).
Academic Information	_____	List your major, minor, GPAs, test scores, academic awards, honor society memberships.
	_____	State the nature of the relationship, the length of time they have known you.
Experiences	_____	Describe internships, independent study, directed research, senior thesis, work experiences, extracurricular activities (e.g., Psi Chi, Psychology Club).
Accomplishments	_____	Give some details about your skills, talents, abilities, personal qualities, and relevant accomplishments.
	_____	List relevant accomplishments with details, dates, etc.
	_____	List relevant scholarships, recognitions (e.g., Dean's List).
Personal Characteristics	_____	Describe academic strengths and weaknesses, why you are qualified for graduate school.
	_____	Provide concrete examples of skills, such as dependability, intellect, drive and motivation, written and oral communication skills, interpersonal skills.
	_____	State how you can be reached by the letter writer if he or she needs more information.
Wrap Up	_____	Clearly tell the letter writer if the letter is mailed directly or returned to you (sign on the flap?).
	_____	Thank the letter writer formally with a hand-written card.
	_____	Keep the letter writer informed about the progress of your efforts.
	_____	