

Name: _____

So I can write the best possible letters of recommendation for you (and deliver them on time), supply:

- All recommendation forms you have available. If I don't have a form, I will assume that I should send just a free-form letter. If multiple copies are required, give me **one** copy, and write the number of copies next to the line below.
- Addressed envelopes.
- The following sheet, filled out.
- Your unofficial college transcript.
- If you have a draft personal statement, that can be helpful. If you would like feedback on it, allow for one week turnaround.

Please list the places for which you wish me to write letters. Try to get them in order of their deadlines.

- For "degree" indicate masters or doctorate (for employment, indicate the position or title).
- For "deadline date" ...
 - o if the form is to be sent directly, indicate when it needs to arrive.
 - o if the form is to be returned to you, indicate **the date you want it, not** when the application is due.
- For "delivery mode" indicate **D**irect postal mail, **R**eturn to you, they will **C**ontact me, **W**eb site, or I should send an **E**mail. (For the last two, send me an email containing all web URLs and email addresses I may need.)

School/Company	Department/Program	degree/ position	deadline date	delivery mode

Please list the classes for which I was your instructor, along with the grade I gave you. Also include any other relationships (academic advisor, research work, etc)

Class	Semester and Year (e.g., fall '04)	Grade

Are there any particular strengths that you would like me to emphasize (including research projects, teaching experience, or other activities, awards, or honors)?

Are there any particular weaknesses that you would like me to ameliorate?

When you give this to me, be prepared to tell me something about why you are interested in the programs and/or the general fields that you have chosen.

I authorize Dr. Mclean to release information from my educational record in either written or oral form to prospective employers, scholarship/award organizations, and/or educational institutions. This consent shall remain in effect until revoked by me in writing. I recognize that, in order to preserve the integrity of the recommendation process, letters may not be sent unless I have waived my right to review such letters through the application process.

Signed: _____ Date: _____