Student Letter of Recommendation Checklist

Submit the following information to the faculty member at least two weeks prior to the submission deadline. Do not expect a faculty member to write a convincing letter of recommendation in less than that time frame.

Please provide the following information:
1) Provide a complete mailing address or description of how the letter is to be submitted.
   a. Make sure that you complete the required information on any forms (paper or electronic) before providing the forms to the faculty member (these may include your signature, the application is dated, waivers checked, etc.)
   b. NOTE – most faculty will not send a letter directly to the student so do not be offended when they will not.
2) What is the name of the university/scholarship/job for which you are applying?
   a. Tell the faculty member what you know about it and why you want it. Provide a link to the information as well, if there is one available. Be thorough in telling the faculty member the intent of the letter of recommendation - is the letter of recommendation for a specific university/scholarship/job application or is it a generic letter of recommendation?
3) What is the name of the committee member or individual who will be evaluating your application? (It is more impressive if the faculty member can address the letter to a specific person rather than “to whom it may concern,” provided they use the correct name. Take the time to discover this information, if you can.)

Submit a resume to answer questions 4-11(some questions will require elaboration):
4) What is your major and, if applicable, your minor field of study?
5) What specific courses have you taken at the university that might be pertinent to your application?
6) What is your overall GPA? Your GPA within your major?
7) What other jobs have you had and how are they pertinent to the application?
8) What awards, honors, or scholarships have you received that the faculty might refer?
9) Have you participated in any community service, volunteer work, publications, etc.?
10) What are your hobbies and interests? How are they pertinent to the application?
11) What are your long-term ambitions and goals? How does this job/university/scholarship fit into that plan?