

### Materials for Recommendation Letter

Note: Requests for recommendation letters must be received at least 1 month prior to deadline.

1. Basic information for program(s). *Note: an excel spreadsheet is fine for this.*
  - a. Deadline
  - b. Where letter should be sent (emails/addresses/names)
  - c. any specific requests (e.g., online, mailed, color of pen for signature, etc)
  - d. description of what you're applying for (e.g., summer research, MA in personality psychology, etc) and/or relevant websites
2. Relevant information about your background
  - a. A CV with your background as it relates to academic goals
  - b. Narrative regarding how your background has led you to this point
  - c. A copy of your transcript
3. Specific interest in program
  - a. Why this program and/or individual
  - b. What are you hoping to get out of this program
  - c. If you have to write a statement of purpose/interest for the program please send that (note that much of the requested information will be included in that)
4. Future Goals
  - a. What are your future goals
  - b. How will this program help you achieve them
5. Additional information
  - a. If there is any other information that you think would be helpful for me in terms of understanding your abilities or aspects you'd like me to mention in the letter, feel free to send that as well.
  - b. May also be helpful to let me know who else is sending letters not names, just their relationship to you (e.g., all profs from classes, profs you've done research with, work advisors, etc., as this can help me focus the letter to address my unique knowledge)
  - c. Any specific qualities you'd like me to highlight
6. Reminders: send me a 1 month, 2 week, 1 week reminder (I will notify you once submitted).