

Name:

Date:

Building your letter of recommendation

Please reflect on the concrete and abstract goals you have for this research experience. Imagine yourself several weeks (months, years) from now at the end of your time as a research assistant. What are the specific skills you hope to have acquired and what would you want a letter of recommendation to say about your performance? Please reflect on both aspects and summarize your thoughts below.

1. By the end of my time as a research assistant, I would like to have acquired or improved upon the following concrete skills:

2. I would like my letter of recommendation to reflect the following virtues/strengths:

3. Here are the things I will do to build both this skill set and cultivate these virtues/strengths:

4. Here are the things I need help with in order to meet these goals: