

REQUIREMENTS FOR RECOMMENDATION LETTER REQUESTS

1. Attach a CV (Curriculum Vitae) or Resume if relevant to your request.
2. The following must be provided to the professor at the time of your request:
 - a. Name of opportunity you're applying for INCLUDING the deadline for your Letter of Recommendation
 - b. Your GPA & major
 - c. Your academic and career goals
 - d. A written statement detailing your intent for the position you are applying for. Why do you believe you're a good fit to participate in this summer Research Experience, internship, etc.?
 - e. What are your Strengths and Weaknesses?
 - f. List any relevant efforts you have made towards your major (volunteer, research, or otherwise)
 - g. List any service work that you have done for the school or community. (Extracurricular activities)
 - h. How do you know the professor? For how long? If relevant, which classes did you take with this professor and what were your grades in those classes?
3. You **MUST** follow up with the professor to verify the submission of the letter of recommendation. Preferably, this must be an in-person meeting with the professor, not an email.

FINALLY: ALL REQUESTS MUST COME FROM A FACE-TO-FACE MEETING AND NOT THROUGH EMAIL. EMAILS CAN GET LOST; DO NOT DEPEND SOLELY ON THAT METHOD OF COMMUNICATION.