



Guidelines For Requesting Letters of Recommendation

After you have established that a faculty member or clinical supervisor will write you a letter of recommendation, please review the following guidelines. These guidelines not only make the task easier for you and the individual who writes your letter, but will result in a better letter that will enhance the overall impact of your application to the site. Please consider that you will want to ask faculty members or clinical supervisors who have had direct contact with you and have knowledge of the quality of your work. Additionally, please take the time to organize your materials in advance and send your materials to your recommender at one time and not piece by piece. Send all materials as attachments via e-mail (some recommenders may also request hard copies).

Even if you have asked for the letters in advance, if you do not submit your materials to the recommender well in advance, the recommender may not be able to write the letter for you. It is simply in your best interests to organize your materials, submit them in advance, and to facilitate the process for your recommender. If you have any further questions, please feel free to consult with the Training Committee or your advisor.

Submit the following materials to your recommender at least **THREE WEEKS** in advance.

1. Curriculum vitae (CV)
2. Application cover letter
3. Deadlines
List of the sites with deadlines (organize chronologically and make clear which site has the earliest deadline). For each site, please also provide a brief description of the site (e.g., typical population served and/or dominant training philosophy or theoretical orientation).
4. Contact Information
List of the sites with the contact information as it should appear on the letter of recommendation correspondence. This should include: Training Director, Supervisor, or Contact person's name, title, address, and phone.
IMPORTANT NOTE: This contact information will be used by the recommender to cut and paste directly into your letters so they should always be properly formatted in Times Roman font size 12 in a Word document.
5. Labels for Envelopes
Please provide labels or pre-addressed envelopes with the site name and address.
6. Context of Relationship
List of the role(s) and dates in which the recommender has known you (e.g., instructor, supervisor, dissertation chair/committee member, advisor).
7. Previous Evaluations or Letters of Recommendations
Copies of any evaluations (e.g., Student evaluations, practicum supervisor evaluations) or previous letters of recommendation that were written by the recommender.
8. Self-Evaluation of Strengths and Challenges (See Form # 16)
List of your strengths and challenges and how they might relate to your goals at the site.
9. Other relevant materials
(e.g., Statement of Purpose, Autobiographical Statement, or any other essays requested by the site)
10. E-mail and/or telephone reminder the week prior to the earliest deadline.