



Guidelines For Requesting Letters of Recommendation

After you have established that a faculty or staff member will write you a letter of recommendation, please provide him or her with the following information. This is not necessarily to make his or her task easier (though it does) but for your benefit. It will greatly improve the value of any letter that is written and thus help to enhance the overall impact your application may have. Please make sure to give him or her all materials at one time and not piece-by-piece.

1. Any rating/ranking forms that might be required by the site with everything completed except signature, date and the ratings/rankings.
2. On disk (Word or ASCII) or emailed, a list of the sites that you're applying to, their addresses and a named addressee. Please scan your disk with an up-to-date virus checker before giving someone your disk.
3. A list of all the role(s) and dates in which the letter writer has known you (e.g. instructor, seminar leader, supervisor, dissertation chair/committee member, advisor).
4. An up-to-date résumé, application cover letter, and autobiographical statement or statement of purpose (only if you are already sending the latter two to any sites).
5. A list of sites to which you want the letter sent, including the following information:
 - Contact person, address, phone and fax numbers
 - Deadline for receipt of letter. (Please clearly highlight the sites with the earliest deadline.)
 - For each site, a description of type of work (e.g. dominant theoretical orientation and/or typical population(s) served)
6. A list of your strengths and weaknesses, as you perceive them, as these might relate to your goals at the site.
7. Any additional information that will help the writer in his or her task (e.g. copies of practicum supervisor evaluations, course grade sheets).
8. A telephone reminder a week prior to the first of your deadlines.