

## How to request a letter of recommendation

Send an email to me ([greggjol@grinnell.edu](mailto:greggjol@grinnell.edu)) at least 3 weeks in advance of the first deadline. Include the following information:

1. The sort of thing you are applying for. If it is graduate school, please specify the type of degree (Ph.D., for example) and type of program (cell and molecular biology, for example).
2. A complete list of where you need the letters sent and the deadline of each. Be sure to include complete addresses and department titles. Note that I will only send letters directly to the program, in order to save paperwork on my part (not because I don't trust you).
3. Other helpful information, if available &/or applicable:
  - how I know you (ex. Class, TA, research project, advisee, etc), including dates and a list of classes (including final grades).
  - list of research projects completed with me, including student designed projects in classes. A 1-2 sentence description of each will be adequate.
  - a personal statement including:
    - a) why you want to do whatever activity is associated with the letter. This can be useful for me to make the sales pitch that you are the perfect match for whatever you are applying for.
    - b) something spectacular or memorable that you did that might be appropriate for me to include or might help remember what is special about you.

After I confirm that I am willing to write your letter, please immediately provide hard copies of forms that need to be mailed in or electronic copies of forms that need to be submitted electronically. Please make sure to fill in the complete information at the heading, including the signature of your waiver and my name, title, address, etc. You do not need to provide envelopes.

You are welcome to prompt me within a few days before the deadline to make sure I get the letter out in time.

Please notify me immediately if you decide you do not need the letter.

Specific for Fall 2006, since I will be out of the country:

1. Do not send hard copies of forms to me. Instead, turn them into the science division office, AFTER I have agreed to write your letter.
2. Please obey the 3 week deadline since I will not have great office facilities & will likely need to coordinate getting your letters out with the science division office staff. Note that I will not be available from about 10/27/06 – 11/13/06 and from about 12/23/06 – 1/7/07, so please account for that in the timing of your request.