

GOVERNMENT DEPARTMENT
LETTER OF RECOMMENDATION REQUEST FORM

Name:

Major (s):

Minor (s):

Overall GPA:

GPA in Major:

GRE/LSAT Scores, if available/applicable:

Be courteous and provide the faculty member writing the recommendation(s) with sufficient time to respond to your request. A two-week notice is minimal.

1. Provide the letter writer with an up-to-date resume.
2. Provide the letter writer with a copy of all undergraduate transcripts.
3. List any courses you have taken with the faculty member from whom you request the recommendation, identify precisely the semester during which you took those courses, and the grade you received in each course.
4. List the type of graduate program, law school, internship, or job for which you are applying. Provide all relevant application forms and addresses.
5. Describe why you are interested in the specific graduate program, law school, internship, or job to which you are applying. How does your application relate to your longer term goals and aspirations?
6. Provide information about your practical experiences relevant to your field of interest. Be specific about what you did, discuss what you learned and how the experience might prepare you for the graduate program, law school, internship or job for which you are applying.
7. Provide some personal details which you might want the letter writer to convey (special skills, unusual experiences, interests, hobbies, honors, awards, achievements, and successes).
8. List some of your strengths and positive qualities. Provide specific examples and specific evidence in support of your assertions.

BE SURE TO TYPE YOUR RESPONSES