**Checklist for Letters of Reference**

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| **Item** | **Job / Internship** | **Grad School / REU** |
| **Schedule**  Place, whom to address (if available), deadlines, expectations for contact (e.g. phone call, letter, online form, other) |  |  |
| **Posted Information about position**  Job posting or position highlighting skills / qualifications |  |  |
| **Connection to position**  A few sentences or paragraphs about why you are applying here. Give an executive summary that highlights class projects or coursework (especially if I was the instructor!) that relates to the position, and how you think this project relates to the position. |  |  |
| **Record**  Cover Letter, Resume, possibly transcript if an ‘overall picture’ of your academic record is needed for the position. |  |  |
| **Right to view recommendation waived?**  Waiving the right to view the letter of recommendation helps professors write stronger letters of recommendation. |  |  |

**What information do you want from students requesting Letters of Recommendation?**

“Any story, personal attribute, or experience that helps describe the student in a more complete and personal way beyond the materials provided by the student.”

“Any aspects of their academic experience or skill set which would not clearly be highlighted in their resume/cover letter/other materials. Examples: A story of personal perseverance, a time the student showed exemplary leadership qualities, any creative achievement, a story of strong work life balance.”

“Short description of what they want to study in grad school (especially MATH vs STAT vs DSCI). Anything they want me specifically to mention; e.g. sometimes if they had me for a lot of classes, I might not remember that they also went to a conference with me their sophomore year. A resume is nice to have, but it doesn't have to be a polished version; just a list of things you've done is good.”

“I can only write good/effective letters for a student I feel like I know well. If you are my advisee, but I never had you in class, I'm not going to be able to say much. Likewise, if I've only had you in one class, you only got a B, and you never came to office hours, I don't think I'm going to have very many positive things to say.”