

RECOMMENDATION WORKSHEET

Name: _____ Due Date: _____
(postmarked by or received by?)

Please note: The purpose of this form is to help me write the best letter I can for you. Please be aggressive and positive in completing this form. The more information you provide, the more I will be able to write you a strong letter of recommendation. Although I know you in certain contexts, I do not know as much about you as you do, so please include those aspects of your career and character that distinguish you from other people and demonstrate your suitability for this fellowship/job/project. Feel free to use the back, additional sheets, or your own document.

Also, for this and other recommendations, please read

1. For what purpose do you seek a letter of recommendation?

2. What strengths, qualifications, preparation, achievements, skills or goals make you a strong candidate for this particular fellowship/job/project? What distinguishes you from other candidates?

3. What points should I emphasize and/or on what points I am able to address best (e.g. activities around the college, specific things that we have discussed or worked on)?

4. Who are your other recommenders?

I will write a letter after we have met and I have in one packet this form and these documents:

- A copy of your resume or curriculum vitae that lists all activities, honors, internships, research/work experience, and prizes since freshman year, including summers and non-Yale related activities. (Please feel free to use more than one page – this is a reference for me).
- Information on the fellowship or job to which you are applying including selection criteria, the official description of criteria for the recommender's letter, and the deadline by which the letter is due.
- The forms or coversheets that are to be included with the letter, with all the sections that pertain to you completed OR a signed Yale recommendation form (available from Damaris Cardona).
- A copy of your cover letter/personal statement/project proposal (a draft is sufficient).
- A stamped, addressed envelope (if applicable)

Afterwards, you should follow up with me to check on the status of the letter a few days before it is due.

*Bring packet to the college office or Email documents directly to Dean Miller via email.

**And I insist that you let me know whether or not you receive the fellowship/job/funding.