

Dear Students,

As you may know, a recommendation letter is essentially a short persuasive essay in which I try to convince someone else that you are a great fit for (the internship, the graduate program, law school, Semester at Sea, UCDC)—basically, whatever it is that you're applying for.

So to write you a persuasive letter, I need you to email me the following:

- detailed information about what the program is that you're applying for (a link to the site is fine)
- the name of the person I should address the letter to
- relevant courses that you have taken and the grade you got in them, as well as the grade you got in my course
- your current GPA
- a short paragraph from you on why you want to go to this program / get this job / get the internship: basically, why you think you are a good fit, and what you want to get out of it. (Don't worry about making it sound good or using professional language, just tell me honestly and plainly in your own words.)
- the "statement of purpose" that you're sending them
- any other application essays that you are writing
- five adjectives that describe you
- specific instructions on where, how, and to whom to send the letter (submit online? Snail-mail? Does it have to be signed across the flap? On letterhead?)

***I can usually write the letter within three weeks of receiving these materials from you.***

If you need a faster turnaround time, please let me know and I'll do what I can to accommodate it. (And of course, the sooner I get this information from you, the sooner I can send the letter out.)

Thanks and best of luck!