

Recommendation Worksheet

Name:

Due date:

Name of the Degree/Program to which you are applying:

Admissions/Program mailing address:

Today's date:

The purpose of this form is to help me write the best letter I can for you. Please be aggressive and positive in completing it; the more information you provide, the more able I will be to write you a strong letter of recommendation. Feel free to use the back of this document or add additional sheets.

Please read http://www.yale.edu/iefp/fellowships/other/asking_rec_letters.html

What criteria, as you understand them, will the reader(s) of this letter use in selecting candidates?

What strengths, qualifications, achievements, or skills make you a strong candidate and distinguish you from other candidates?

What concrete examples support and illustrate your claim that you are a strong candidate?

Assuming that each of your recommenders will focus on different aspects of your accomplishments, which aspect(s) should I emphasize?

Who are your other recommenders?

I will write the letter after we have met and I have in one packet this form and the following 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.)
- The official description of the fellowship or job to which you are applying.
- The forms or coversheets that I should include with the letter. Be sure to complete all the sections that pertain to you
- A copy of your cover letter/personal statement/project proposal (a draft is sufficient).
- A stamped envelope addressed directly to the letter's recipient.

Afterward, you should follow up with me a few days before the letter is due.

I insist that you let me know whether or not your application is successful.