

Instructions for Requesting Letters of Recommendation

Below is a list of things that I will need before I write you a letter of recommendation. Providing me with everything on this list will ensure that your letter is sent out ON-TIME and also that your letter is as complete as possible. Remember that for the most part all I know about is your class and lab work, but I would also like to comment on other activities that you participate in. I also ask that you give me two weeks warning about writing the letter of recommendation. (I realize that this is not always possible, but it is nice so that I can be sure that it will be done on time!)

- 1) Envelopes with STAMPS and ADDRESSES. For each letter of recommendation, please place the address of the institution/person and a stamp on the envelope. The return address should be Dr. Amy Godert, Wells College, 170 Main St, Aurora, NY 13026. If the letter can be submitted on-line, then you should email me the link/address that I need to use.
- 2) DUE DATES for each of the letters of recommendation. I need to know when they should be sent out.
- 3) A brief description of the REU/internship/job and WHY you want it. This could be a brief description of "what you want to do when you grow up," but at the very least I need to know what you find interesting about the REU/internship/job and why you think it will benefit you. It is nice for me to be able to say something like, "This REU is perfect for SuzyQ because of her interest in X."
- 4) A resume/CV type document. This should include your overall GPA, grades in the science courses you have taken and any previous research/work/lab experience you have (if you have it, if not that's ok) that makes you qualified for the REU. You should also note any extra-curricular activities that you are involved in. Any other relevant information that you think would be helpful should also be included.