



# UNIVERSITY OF NOTRE DAME

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## FOR ALL STUDENTS WHO REQUEST A RECOMMENDATION FROM PROFESSOR SMITH

To help me write your recommendation, please provide the outlined information. ***Please use the other side of the page if you need more room, and if so, please refer to the question numbers.***

The more information you give me, the more I can say in my letter of recommendation. In particular, if you can give me a paper you have written for any class, I can read it and include some comment about your writing. Other information you provide will only improve the letter. *Your application essay would be especially helpful.*

Be sure your letter requests indicate a due date. Sometimes I have so many letters to write that I have to prioritize the order in which I write them. Please also provide addressed and stamped envelopes.

Your Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Recommendation due date (or, date first recommendation is due): \_\_\_\_\_ Today's Date: \_\_\_\_\_

1. Permanent and local address and phone:
  
2. I have known you since: \_\_\_\_\_ and in the following capacity:  
teacher \_\_\_\_ adviser \_\_\_\_ supervisor \_\_\_\_ other (please specify) \_\_\_\_\_
3. Graduation date: \_\_\_\_\_
4. Major: \_\_\_\_\_
5. Minor: \_\_\_\_\_
6. Overall GPA: \_\_\_\_\_ Major GPA: \_\_\_\_\_ Minor GPA: \_\_\_\_\_
7. GRE scores: Verbal: \_\_\_\_\_ Quantitative: \_\_\_\_\_ Analytic: \_\_\_\_\_ Subject: \_\_\_\_\_ Date taken: \_\_\_\_\_
8. Other test scores (such as MAT, LSAT) are: Test: \_\_\_\_\_ Scores: \_\_\_\_\_
9. The courses I took from you are (give course number, quarter and year, grades, etc.):
  
10. The extra-curricular activities in which I have engaged while I have been a student are (Include honor societies, hobbies, and the extent of your participation. Continue on reverse side if necessary.):
  
11. Work, jobs, and other positions of responsibility I have held while I have been a student include:

12. The supervisory and/or professional aspects of these jobs were:
  
13. Special interests related to psychology and/or my probable future employment are:
  
14. The job I seek is (If graduate school, what major or specialty, and what job afterwards?):
  
15. My strong points as a person are:
  
16. My academic strong points as a student are:
  
17. My weakest academic characteristics as a student are (eg., low GRE scores, low GPA):
  
18. Other things I would like you to know about or consider in writing future recommendations are:
  
19. Please detail your research experiences with me and anyone else with whom you have worked. Indicate what you liked most about these experiences. ***Continue on other side of page if necessary.***
  
20. If you believe your GPA and/or GRE scores fail to reflect your abilities, please explain.
  
21. Who are your other letter writers?
  
22. Any other comments/information?