

Do you want a letter of recommendation from Dr. Stringer or any other professor?

Remember that when you seek a letter of recommendation, you are asking someone to set aside approximately one hour out of their schedule to write an official document on your behalf. I average 10-15 requests for letters of recommendation each year, sometimes more. That's a lot of time commitment on students' personal behalf.

When you ask me for a recommendation, you need to do your own work to provide me with the proper information. This includes the following:

- Students must complete the university's [letter of recommendation and verbal reference release form](#) giving me permission to release your personally identifiable information and academic information to the organization of reference.
- A copy of your academic transcript(s).
- A 1-2 page statement outlining your goals for whatever it is you are trying to achieve, whether it be graduate school, internship, fellowship, military service, scholarship, etc. I want and need to know what your aspirations are.
- A 1-2 page resume including special skills, publications, internships, extracurricular, and service activities.

It is unprofessional to simply throw all this material into an email asking me for a recommendation without discussing with me first. Ask for time to speak with me personally. It is easier now than ever before to have a real-time conversation with a professor, both in person and remotely.

Further considerations:

- Only ask for recommendations from faculty you have a good relationship with. If I don't know you, I'm not going to write you a recommendation.
- Just because I taught you in class one time doesn't mean that I know you well enough for a recommendation.
- Remember that I'm vouching for you and your abilities in a recommendation, and therefore my reputation is attached to you. I will rank you among your peers and other students.