

Instructions for a Recommendation Letter:

1. First, consult the flow chart on the following page. Dr. West will only agree to write you a recommendation if she thinks she'll be able to write an honest, thorough, specific, detailed, and helpful letter. If she cannot do this, it will always be better for your application to find someone else who can.
2. Ask Dr. West *in person* if she will write the letter.
3. After you have made a verbal arrangement, send Dr. West an email containing the following items:
 - a. Subject line including your name, the words "recommendation letter," and the date of the deadline.
 - b. Information on how and where to submit the recommendation letter.
 - c. Any forms that must be filled out by the letter writer.
 - d. Website of the institution and program you're applying to.
 - e. 1-2 sentence explanation of why you want to apply and what you hope to gain from the experience.
 - f. 1-2 sentence description of your unique qualifications for this position.
 - g. Your personal statement (a rough draft is ok, but a *highly polished final version is ideal*).
 - h. Any additional application materials you would be willing to share.
 - i. Any additional information about the program.
4. Ten business days ahead of the deadline, send Dr. West another email containing the following items:
 - a. Subject line including your name, the words "recommendation letter REMINDER," and the date of the deadline.
 - b. Information on how and where to submit the recommendation letter.
 - c. Any forms that must be filled out by the letter writer.
5. Dr. West will email you when she has submitted the letter.
6. If you don't hear back from Dr. West by two days before the deadline, send another reminder email.
7. Once you have received a decision on your application, it would be thoughtful to let Dr. West know if it was successful.

