

REQUESTING LETTERS OF RECOMMENDATION:

Candidates intending to request recommendation or reference letters from me need to read the following carefully before doing so.

Letters of reference are a very important component of one's application file for a *job, scholarship, undergraduate, professional or graduate school admission*.

One would generally obtain such a letter or note from any combination of the following personalities: a current or recent professor, teacher, counselor, coach, supervisor or employer. Sometimes, but rarely, a friend or relative may be an acceptable referee.

It is your responsibility to find out what/who is acceptable, ensure a diverse pool of recommendation or reference letters and insure each referee knows you pretty well.

To this end, if any student plans to request a reference or recommendation letter from me, s/he should make sure in the course of his/her study; s/he finds time to interact formerly and informally with me.

Such interaction in and out of a classroom or laboratory setting helps both of us understand ourselves better.

Once you have made up your mind to request a reference letter from me, either visit with me to make a formal request and hold the necessary discussion(s) on the requirements or send me a detailed email or letter at your convenience.

Later be sure you provide all relevant documents and information that would enable me formulate a truly representative and meaningful reference letter or form.

Such may include a copy of your resume (curriculum vitae); school transcripts; a statement of purpose; deadlines and any paperwork, completed forms and addresses that should accompany the reference letter or form.

Remember to give sufficient window or time for the entire process to play out smoothly!!! *Thanks much for your time, understanding and kind consideration.*

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