Information Form for Letter of Recommendation Requests

1. Tell me your name exactly as it will appear on the application materials you are submitting.

2. Describe the job or program of study you are applying for.

3. Specify the deadline for the letter, and explain how I should submit it.

4. Include the key documents you will be including with your application, which will usually be a copy of your current transcript, a resume, and a personal statement. **If you email me any files make sure to include your full name in every filename.**

5. Specify the date that you first met with me or took one of my classes.

6. List all classes you have taken with me, including the year and the quarter, and the grade you received. Include independent study classes. Be sure to include anything important about your class-related contacts with me that might help me to write a stronger letter (for example, if you got a high grade on a paper, or came to my office hours regularly).

7. List any quarters you have worked with me conducting research. Describe what work you did (be as specific as you can). Be sure to include anything important about your research-related contact with me that might help me to write a stronger letter (e.g., if you recruited a school for a study, or trained other 199s).

8. List personal qualities you have shown me that might be relevant. For example, you might say, "Professor Heyman has seen that I take initiative and am well-organized" or "Professor Heyman has seen that I write clearly and respond well to feedback," and then provide specific examples. You may also include examples that are based on working with others in my lab, such as a TAs or graduate students.

9. List other personal relevant qualities that I may **not** have seen. For example, you might say that you have shown leadership skills, or that you are well prepared for medical school, and provide evidence or reasons that you believe this is true.

10. List any activities, jobs, or classes that you have been involved with which have helped you gain the skills you need to succeed in the program or job you are applying for and explain how they have helped you.

11. Anything else you would like me to mention in the letter.

12. When you enter my name using whatever online service you're using to handle your request for letters of recommendation, **please also include as much information as possible** from the following list if it's requested:

Name:	Gail D. Heyman
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