Letter of Recommendation Form

Writing a letter of recommendation is more of a collaborative effort than people think. It requires an understanding of what needs to be communicated to a future employer or school in an individualized and personal way.

This form will help me write the most impactful letter possible, while maintaining integrity and honesty throughout the process. I will give you the best presentation I can within those honesty/integrity limits.

Most of the time, I will let you see my letter, and we can even collaborate on it. However, I DO reserve the right to keep it confidential if I wish. I can also tell you ahead of time, which category (see below) your letter falls into. My letter ranking falls in the following categories:

5 star: This person is the best, finest, brightest, most ambitious person. This is a very rare letter I write, reserved for the truly spectacular. My praise is not hyperbole but reality

4 star: this is the most common letter I write. This is an extremely positive letter that highlights how you are incredible and worthy of this position with a HIGH recommendation.

3 star: This is a letter that is rather generic. I will recommend you, but I will not provide much in the way of glowing praise, but rather official language. This is rare, and usually reserved for those whose performance was not completely up to standards, but is still recommendable.

2 and 1 star: I recommend finding another letter writer.

Below are some questions I’d like you to answer before I begin writing. Please feel free to include attachments and additional pages.

QUESTIONS FOR YOU:

To which jobs or positions will you applying?

HOW are these letters to be submitted? I ask this in terms of **format** (e.g., PDF, Word), **structure** (e.g., Is there a specific topic that needs to be addressed or questions answered?) and **process** (Submitted via email, letter, snail mail, portfolio, etc)

What are the DEADLINES of each and every job to which you are applying?

Do you want your letter tailored for slightly different positions? For example, on the job market a student may apply to both Industrial / Organizational Psychology positions as well as Management or Social Psychology.

List all that apply:

***\*\*\*\*\*If you would like me to tailor this letter to the strengths you possess relevant to those positions, please provide a UNIQUTE answer to each question pursuant to the different positions.***

**Required question:**

What would you like me to say in the letter? (key points of emphasis). This can include skills, personality traits, experience, and/or behaviors.

**Optional questions:**

What is the most memorable moment from the lab?

What is the biggest “aha!” moment or learning experience you had while in the lab?

What are some of the most important things you have learned in the lab about the topics we studied?

What are some of the most important things you have learned about yourself while being in the lab?

Share a story between us that was a positive experience.

What are some things you realized that you are good at while in the lab?

What are some things you realized that you need to improve upon while in the lab?

Whenever possible, I remain vague about grades and performance as part of confidentiality practices (e.g., she was one of my top students). However, there may be times when I have to release official reports. THIS IS NOT required for a letter, but I would like to know: Do I have your consent to release grades (when relevant) in the letter of recommendation? **Y N**

If yes, sign here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When this form is completed, return it to you as soon as possible as a scanned PDF or physical copy.