

## Letters of Recommendation

One of the exciting things about being a professor at Harvey Mudd is supporting our students as they embark on new adventures and projects. Many of these endeavors require letters of recommendation and I am happy to help out in this regard when appropriate. If you would like to request a letter, please contact me as soon as possible so that we can discuss whether I am the best person to write your letter of support.

If I have agreed to write a recommendation for you, please follow the guidelines listed below. These guidelines are adapted from those developed by my colleague Prof. Michael Orrison in the mathematics department and will help make the letter writing process go smoothly.

Please **give me a folder** containing

- a unofficial copy of your transcript,
- a copy of your personal statement (if applicable),
- (if the letter is not electronic) all necessary paperwork forms and addressed HMC Chemistry Dept envelopes (see Kim Young) without stamps.

Furthermore, at least **two weeks** before the first letter is due, e-mail me ("my last name" @ hmc.edu) your answers to the following questions (the more details the better):

1. What is your name, year, and major?
2. For what are you applying? (scholarship, graduate school, etc.)
3. List the programs to which you are applying, together with due dates.
4. How long have I known you (years/months), and what is my relationship(s) to you (instructor, advisor, etc.)? Have you graded or tutored for me? If so, for what class(es) and when?
5. For what class(es) have I had you, what final grade(s) did I assign you, and how did you distinguish yourself in my class(es)?
6. How would you describe yourself?
7. What are some of your academic accomplishments?
8. What are some of your nonacademic accomplishments?
9. What makes me particularly qualified to write a letter for you?
10. What makes you particularly qualified for this position/honor/award?
11. What are your long term goals and will this position/honor/award help? If so, how?
12. Additional comments (REU's, summer research, interesting jobs, hobbies, etc.)?

Please **send me e-mail reminders** as deadlines approach, and feel free to chat with me about other ways you can make the letter writing process go as smoothly as possible for you and your letter writers. Good luck!

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