

Guidelines for Letters of Recommendation

Prof. Haushalter

One of the joys of being a professor at Harvey Mudd is supporting the amazing students that I teach and mentor as they embark on summer internships, REU's, graduate school, jobs, professional school, and applying for various awards and fellowships. Writing letters of recommendation is an important way that I can support you as you take the next steps in your career journey. Indeed, I would not be on the faculty at Harvey Mudd now if not for my mentors and teachers who wrote letters on my behalf.

To help this process go as smooth as possible and to help me write the strongest possible letter, please follow the guidelines below:

Step 1 – Initiate a conversation about your request. Either electronically or in-person is fine, as long as you are polite, respectful, and specific about your request. Please make your request AT LEAST 3 WEEKS in advance and even more notice would be greatly appreciated.

Step 2 -- If I have agreed to write a recommendation for you, please send me the following information:

- A list of the programs to which you are applying, the deadlines, and how I should submit my letters (i.e. by email, at a website, in response to an email that will be sent to me, etc.)
- A copy of your personal statement (if applicable). A rough draft is fine.
- A current CV or resume
- E-mail me your answers to the following questions (the more details the better):
 - What are your 3 best qualities and what are some examples of how you have demonstrated these in my class/lab?
 - What is something that you are working on growing in and what steps have you taken to grow in this way?
- Email me 1 (or maybe 2) work products from my class/lab that you are especially proud of and explain why you picked it.
- (optionally) An unofficial copy of your transcript

Step 3 –As the deadline approaches, if I have not already confirmed submission of the letter, please feel free to send me a friendly reminder.

Step 4 – Please be sure to keep me posted about the outcome(s). I love to celebrate when students receive positive responses. And, even “bad” news is important – I try to think of “rejections” as “redirections” and I would be happy to provide guidance as you think about your next steps if your initial ambitions do not go as you had planned on the first try.