**LETTER OF REFERENCE INFORMATION I NEED**

1. Name:

2. Year (i.e. Freshman, Sophomore, etc):

3. Academic Major / Minor :

4. When is this letter due?

5. If you took my class a different semester from the current one answer the questions below. If not, skip question 5.

- What class did you take and when.

- What grade did you get?

6. What are you applying for?

7. To whom and where should I send your recommendation letter? Note: If this is electronic and you already sent me the link, don’t answer this question.

Along with this form, please also provide me with the items listed below **if you wish to do so.** The more information I have, the better the letter I can write. You can either email them to me or drop off a copy at my office (I’m usually at my office from 10-4) .

- A copy of your current resume or CV.

- A list of classes relevant to the job/internship you are applying to. The purpose of this is for me to say “(Your name) is particularly qualified for this (job/internship/school) because he took (x) classes. Example: If you are applying for a job at the legislature, what econ and poli sci classes have you taken? If you are applying to grad school, what math / stats classes have you taken? Note: Some students prefer to send me their unofficial transcripts which would have all the classes they’ve taken. If you choose to do this please make sure they do **not** list your social security number.

- A copy of the personal statement / letter of intent that you are submitting with your application (if available)

- Any other information you think will be beneficial or helpful in writing this letter or anything you would like me to be sure to mention in your letter. Ex: What skills do you want me to emphasize? Note: I already have an idea of what I want to emphasize but I ask this question in case there’s something that’s not obvious to me that may be beneficial to mention.