**Prof. Mike Wollenberg’s Handy Letter of Recommendation Form**

IF YOU ARE ON CAMPUS, COME SEE ME IN PERSON BEFORE YOU FILL OUT THIS FORM. IF YOU ARE OFF CAMPUS, EMAIL ME BEFORE YOU FILL OUT THIS FORM.

A1) Please attach your current C.V./resume and cover letter for this opportunity and fill in the below.

1. Your Name:
2. Today’s date:
3. Date letter of rec. is due:
4. Name, title, and address for posting the letter of rec.:
5. Should I expect an individual or group to be contacting me about the letter of rec. (e.g., letters for the NSF graduate research fellowship need to be routed through an online service which should send me an email)?

If so, who?

1. A brief (1-2 sentence) description of the job, program, course of study, internship, and/or opportunity that the letter will bolster:
2. What courses have you taken with me; what were the grades you received in those courses?
3. What hats would you like me to wear as your recommender -- e.g. microbiology professor, research supervisor, independent study adviser, internship supervisor, academic advisor, etc.?
4. List of personal attributes that make you a strong candidate for the opportunity you seek (be concise but precise with these attributes).
5. Issues that might make your application weaker (e.g. a bad grade in a particular class, a lack of a particular kind of experience, etc.)
6. Names of other people (if any) writing you letters of rec. for this particular opportunity.
7. Any particular aspect of our experience(s) together you want me to discuss.
8. Anything else you would like me (or the letter recipient) to know.