

Rev: 1/2014

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?

- 6) A brief (1-2 sentence) description of the job, program, course of study, internship, and/or opportunity that the letter will bolster:

- 7) What courses have you taken with me; what were the grades you received in those courses?

