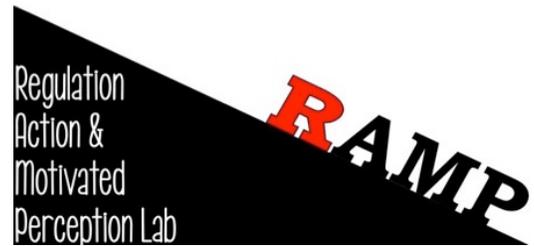


## Letter of Recommendation Request Form



If you were a research assistant in my lab and/or an honors thesis student, I am typically happy to write a recommendation letter on your behalf. Please make this process simple for me by following the instructions below.

**IMPORTANT DEADLINE:** Please try to get me all of the following materials at least 4 weeks before the date that you want the first recommendation letters to be sent.

**Please send me all of the following information at once** (by email is preferable).

\_\_\_ State exactly what type of degrees (PhD, Masters, PsyD, JD) and programs (e.g., Clinical Psychology, Social Psychology, or both) you are applying to.

\_\_\_ College transcript (unofficial is ok)/GPA -- Remind me, did you take any courses with me? If so, which ones? What year? What grade did you receive?

\_\_\_ GRE scores (LSATs, MCATs, or other relevant scores)

\_\_\_ A copy of your personal statement (preliminary drafts are okay)

\_\_\_ Brief summary of the work you did with me. Remind me -- which studies did you work on? What year? Especially, describe what work YOU did on that/those studies. Did you do an honors thesis? Write a paper? Receive an award? Conduct independent research? Present at a conference? Which graduate student did you work with? I would contact them as well to help you with the recommendation process (e.g., description of research study, assisting with personal statement).

\_\_\_ List any strengths that you have that you'd like me to mention in my letter **AND** give an example of how you have demonstrated that strength (e.g., if you say you are "independent" you might give an example of a time you troubleshooted a problem in the lab on your own). The richer/more detailed I can make your letter the better!

\_\_\_ List any relevant academic and professional experience that you'd like me to mention in the letter

\_\_\_ Send me an excel sheet with all the schools that will be receiving recs and how they will receive them (U.S. mail, online, etc.). List them in DUE DATE order. This excel sheet should have school name, due date, type of program (PhD, PsyD, etc.), and method of delivery.

## Example Excel

Loyola University, Clinical, PhD, Due Dec. 1st, 2015, Email to [gradschool@admissions.com](mailto:gradschool@admissions.com)

Yeshiva University, Clinical PhD, Due Dec. 5th, 2015, By mail, signed and sealed in enclosed envelope

\_\_\_ If there is an option to send the recommendation online, please choose this option. This is the most convenient method.

\_\_\_ Many schools or fellowship agencies have official letter of recommendation forms. If yours does, please complete as much as possible. For example, you can enter your name, address, etc. as well as **my name, address and phone number**, etc.

\_\_\_ Please enter the following information on any form for the recommendation or on any online recommendation request

**Name of Recommender: Shana Cole, Ph.D.**

**Title: Assistant Professor of Psychology**

**Affiliation: Rutgers University**

**Address: 53 Avenue E, Tillett Hall, Piscataway, NJ 08854-8040**

**Phone: 848-445-2294**